

SECTION F - REGIMENTAL OPERATIONS

CHAPTER 1

OFFICE OF THE COMMANDANT OF CADETS (OCOC)

1. **MISSION.** The Office of the Commandant of Cadets (OCOC) is responsible for the organization and operation of the cadet regiments at Advanced Camp. "To train cadets to Army standards, develop leadership and evaluate their officer potential..." is best ensured by standardizing the experience of all cadets. Establishing uniform operating procedures will do this as will the early identification and resolution of issues which could adversely affect the training or evaluation of cadets. This SOP is one of the tools that will be employed to accomplish our camp mission. Frequent meetings to share information across the regiments will be another.

2. ORGANIZATION AND DUTY RESPONSIBILITIES.

a. Commandant of Cadets:

- (1) Sets standards for regimental training and discipline.
- (2) Responsible to the Camp Commander for command and control of the cadet regiments.
- (3) Refers cases for cadet performance boards, as appropriate, reviews the results of the boards, and forwards the findings to the Camp Commander.
- (4) Supervises the implementation of the Regimental Physical Security Plan.

b. Deputy Commandant:

- (1) Works with the camp staff to ensure the smooth support of the regiments.
- (2) Assumes full authority in the Commandant's absence.

c. Sergeant Major:

- (1) Advises the Commandant and sets the standards for all matters dealing with regiments.
- (2) Maintains liaison with the Camp Sergeant Major and provides guidance/assistance to the Regimental Sergeants Major (RSMs).

d. Administration Section:

- (1) Process all administrative actions originating in or routed through the OCOC, including board actions.
- (2) Assemble required status reports.
- (3) Produce a revised edition of the Commandant's portion of this SOP at the end of camp.

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(4) Print and distribute Commandant's Notes.

(5) Schedule and coordinate holdover cadets to Holding Company with Holding Company OIC/NCOIC, CPD, and the Regiment.

(6) Regulate and monitor long distance telephone calls.

e. Training Section:

(1) Compile and maintain regimental training schedules.

(2) Act as liaison between the regiments, the COC office, and Camp Training Division.

(3) Track and ensure committee scoring is accurately recorded in the CCIMS Advanced Camp database.

(4) Visit training sites to acquire feedback from cadre and committee members and provides this information to the Commandant.

(5) Visit regimental training officers weekly to discuss concerns/issues.

(6) Provide input for staff meetings and COC breakfasts, between the COC and the RTOs and between the DCOC and RXOs.

(7) Assist in providing training continuity and lessons learned to follow-on regiments.

(8) Act as a liaison between the COC office, regiments, Cadet Personnel Division, and the LNO office concerning cadet actions (i.e. HT/Wt or APFT failures).

(9) Supervise Leader Stakes Competition, including daily compilation of scores, tracking, and publication of results.

(10) Supervise height/weight testing and retesting. Ensure the regiment teams conduct accurate taping. Provide computer equipment and operators for recording tape test. Publish the results of Ht/Wt.

(11) Perform other duties as assigned.

f. Operations Section:

(1) Responsible for all operations in the OCOC.

(2) Maintain the Commandant's schedule.

(3) Maintain all vehicles assigned to the COC office.

(4) Allocate radios and cellular telephones.

(5) Responsible for all facilities, equipment and supplies.

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- (6) Schedule and organize end of camp closeout briefings for each regiment.
- (7) Visit regimental operations sections weekly.
- (8) Assemble required statistical information or reports.
- (9) Assist in overseeing operations and developing policies and procedures for the Holding Company.
- (10) Responsible for the cadet POV storage lot.
- (11) Attend the twice a week training meetings conducted by the Training Division.
- (11) Assistant Operations Officer is Assistant Camp Physical Security Officer.
- (12) Supervise Chapel Commissioning on D 35. Ensure regiments conduct the ceremony IAW commissioning packet.
- (14) Perform other duties as assigned by the Commandant.

3. OFFICE OF THE COMMANDANT OF CADETS STAFFING.

Commandant	O6
Deputy Commandant	O5
SGM of the Commandant	E9
Training/Admin/Operations Officer	O4
Operations/Lessons Learned Officer (Detailed to 1st Regiment)	O3/O4
Asst. Training/Admin Officer	O1
Asst. Operations Officer	O1
Operation NCO/Physical Security	E8
Training NCO	E7
Admin NCOs (71L x 2)	E6/E7
Office Automation Clerk	TempCIV

CHAPTER 2 REGIMENTS

1. **MISSION.** The cadet regiment at Advanced Camp is the structural framework provided to train and develop leadership and evaluate officer potential. It provides administrative and logistical support to the cadet during the camp and assesses officer potential using the Leadership Development Program (LDP) system. Regiments supplement Training Division committee training with regimental taught training in specific areas.

2. ORGANIZATION.

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a. Each regiment has a Regimental Headquarters section and two cadet companies composed of four platoons each. Each platoon consists of four squads with between nine and eleven cadets each. Based on starting cadet strength, the COC may direct that the regiment reorganize into seven platoons or remain with eight platoons with one or two platoons composed of three squads. Risk is associated with projected losses; however, the requirement remains that squads have no less than nine or more than eleven cadets.

b. Fourth Region and I Corps designated Regimental Host Unit (RHU) personnel fill the positions indicated in paragraph 3b. RHU personnel will usually be assigned to the regiment as determined during the pre-camp conference.

c. The company headquarters consist of two officers, a Company TAC Officer (CTO) and a Company Evaluation Officer (CEO) and the Company Evaluation NCO (CENCO). Since these individuals cannot always properly supervise the administrative and logistical tasks required to support their cadets, they rely on the work of the RXO, his/her unit, and the newly assessed 2LTs assigned to the regiment. The CTO, however, should review all training schedules produced by the Regimental Headquarters.

d. Operations administration and supply are centralized at the regimental level. The regiment has one dining facility and one supply room. It often sets aside dedicated space for a briefing area. It runs orderly room operations under the guidance of an administrative NCO (71L) and supply operations under a supply NCO (92Y). The regiment is responsible to feed and house cadets and to get them to training on time in the correct uniform. In order to accomplish this task, it conducts detailed reconnaissance and coordination with the appropriate committees.

3. REGIMENT STAFFING.

a. ROTC personnel:

Regiment TAC Officer	O5	1
Regiment SGM	E9	1
Regiment XO	O4	1
Regiment Chaplain	O3/O4	1
Regiment Operations Officer	O1	1
Regiment Operations NCO	E7/E8	1
Regiment Training Officer	O1	2
Regiment Admin NCO	E5/E6	1
Regiment Supply NCO	E5/E6	2
Company TAC Officer	O4	2
Company Evaluation Officer	O3/O4	2
Company Evaluation NCO	E7/E8/E9	2
Platoon TAC Officer	O3/O4	8
Platoon TAC LT	O1	8
Platoon TAC NCO	E7/E8/E9	8
TOTAL		41

b. **I Corps personnel (Regimental Host Unit):** 16 I Corps soldiers will support each regiment. Their function will include:

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NCOIC	E6	1
Food Service Sergeant (quality assurance expert)	E5	1
Clerk Typist	E4	1
Supply Clerk	E4	1
Armorer	E4	1
Weapons Guard	E4	3
Driver (HMMWV)	E4	4
Driver (2-1/2 or 5 ton)	E4	4
TOTAL		16

c. Dining Facility personnel:

Asst. Mess Steward	Civilian Hire	1
First Cook	Civilian Hire	1
Cook	Civilian Hire	4
Second Cook	Civilian Hire	2
TOTAL		8

4. CADRE DUTIES AND RESPONSIBILITIES.

a. **REGIMENTAL TAC OFFICER.** The RTO is responsible for everything the unit does or fails to do, within the guidelines provided. The regiment provides a structural framework for cadets, performing administrative support and services, leadership training, and conducting leadership assessment. TAC staff officers, while serving as role models, inspire courage and pride of accomplishment. The regimental organization provides a nurturing environment to promote esprit de corps, unit cohesion, and discipline. Platoon and company TAC officers motivate and develop leadership potential through counseling, observation, and evaluations. Each cadet regiment supplements committee training with regimental taught training and evaluations. The RTO is also responsible for discussing the topics of sexual harassment and improper relationships with their cadet regiment.

b. **REGIMENT EXECUTIVE OFFICER.** Significant duties and responsibilities of the Regiment Executive Officer are as follows:

(1) Serve as liaison between RTO and host unit. Conducts daily meeting of log operators and support unit to ensure all supplies and services are synchronized and coordinated. The RXO is responsible to the RTO for overall support.

(2) With the RSGM, assists the RTO in preparing and maintaining billets to ensure standards are met and assist with billets turn-in upon completion of camp.

(3) Ensure all equipment is serviceable and maintained in a deployable status.

(4) Conduct health and welfare inspections, as appropriate.

(5) Prepare property forms (DA Form 4986) on all assigned cadets.

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- (6) Coordinate and monitor unit assigned taskings.
- (7) Monitor dining facility operations.
- (8) Conduct 100 percent weapons inventory.
- (9) Ensure proper security of all sensitive items IAW existing regulations and directives.
- (10) Ensure laundry service is available to all cadets.
- (11) Provide field support when needed.
- (12) Supervise regimental headquarters during tactical operations.
- (13) Secure computers, printers and diskette with the alpha roster of cadets from Information Management.

c. **LIEUTENANTS.** The regiment will assign on orders the following additional duties:

- (1) Training Officer. (Both Training LTs)
- (2) Physical Security Officer. (Operations LT)
- (3) Dining Facility Officer. (Operation LT)
- (4) Safety Officer. (Training LT)
- (5) Unit Fire Marshal. (Training LT)
- (6) Transportation Coordinator. (Operations LT)
- (7) Supply Officer. (Operations LT)
- (8) Regiment R&U NCO. (SPT NCO)
- (9) Information Officer. (Training LT)

d. **ADMIN NCO**

- (1) Determine which personnel are present for duty. Notify Personnel & Admin immediately of any absences.
- (2) Obtain cadet rosters from Automation Branch and assign the cadets to specific barracks. Rosters have been cross-leveled to equally distribute cadets with prior service experience, SMP members, and females. Do not make any changes without prior coordination with Cadet Personnel.
- (3) Ensure all cadets turn in a copy of their orders bringing them to Advanced Camp and sending them to subsequent training.

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(4) Ensure each cadet has ID Tags and ID Card in their immediate possession.

(5) Ensure database is established to track cadets by platoon/squad, males/females.

(6) Monitor cadets who are event failures who will need camp waivers. Submit one and two event failure waivers by completion of the second graded event required for camp completion.

(7) Submit the names of the regimental mail orderlies to the P&A Division.

(8) Ensure enough bee sting kits are available for distribution to the platoons.

(9) Assemble and distribute the Cadet Status Report to the COC and CPD NLT 0600.

(10) Assemble and process cadet actions (i.e., emergency leave, early release, and boards).

(11) Pick up distributed items at least three times daily.

(12) Make arrangements with CPD for cadet outprocessing.

(13) Compare statistics with LNOs on CTLT, Airborne, Air Assault, etc. slots.

(14) Process cadre awards.

(15) Provide cadet award input to Awards Section, P&A Div.

e. SUPPLY SERGEANT

(1) Draw a set of field manuals and other related training material from Personnel & Admin Publications Warehouse (building 9B11) for cadet reference libraries.

(2) Ensure that the Regimental GSA vehicles are dispatched weekly and maintain the GSA budget.

(3) Provide logistic support during field training (i.e. getting Mermits/MREs to the field, etc.).

(4) Account for all property and regimental equipment.

(5) Coordinate laundry services with RM.

(6) Secure all classes of supply (including Class IV).

f. SUPPORT UNIT NCOIC

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(1) Coordinate with Resource Management to obtain logistical "push packages".

(2) Inspect facilities for state of repair and safety hazards. Submit work requests to Resource Management.

(3) Prepare individual weapon cards for each cadet. (SPT Unit Armorer)

g. CTO

(1) Responsible for review of platoon evaluations; serves as evaluation reviewer of cadet leadership assessment.

(2) Responsible for ensuring unit cohesion and discipline through observation and evaluation.

(3) Acts as liaison between regimental headquarters and company. Ensures request for supplies, services, and support issues are synchronized and coordinated.

(4) Overall responsible for platoon operation within garrison. Acts as a liaison between committees and regiment in field and garrison environments.

(5) Leads a team of fourteen officers and senior NCOs in developing fair and accurate assessments of each cadet's performance and leadership potential.

(6) Provides quality control of assessment records (blue cards) and supervises preparation of the Cadet Evaluation Report.

h. CEO

(1) Responsible for company level leadership evaluation in garrison and tactical operation.

(2) Counsel cadets in company level positions, as required, after every leadership position. All counseling whether formal or informal will be properly documented.

(3) Act as a liaison between the regiment and committees, as required , in field and garrison environments

(4) Teach, coach, mentor and assess a cadet company chain of command to ensure consistent fair evaluations, and mission accomplishment within the regiment's TAC officers

(5) The CEO works for, and assists the CTO in all missions as required.

i. CENCO

(1) Responsible for training, assessing, and counseling the chain of command in a cadet company.

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(2) Mentor, coach, teach and evaluate cadets, providing fair, accurate, and insightful assessment of cadets in company level leadership positions.

(3) Guide cadets throughout the planning process and mission execution.

(4) Act as a liaison between the regiment and committees, as required, in field and garrison environments.

j. PLATOON TAC OFFICERS & NCOs

(1) Evaluate cadets on their leadership potential through a series of garrison and tactical operations.

(2) Establish the cadet chain of command for the platoon and evaluate cadets during their missions.

(3) Counsel cadets, as required, after every leadership position and at the conclusion of camp. All counseling, whether formal or informal, will be properly documented.

(4) Maintain documentation on cadets' performance and prepare comments for the end of camp rating (CC Form 67-9).

(5) Prepare name strips on one inch masking tape and attach them to bunks, wall lockers, and foot lockers as shown in Figure F-1, Placement of Identification Tapes.

(6) Ensure cadets are inprocessed.

(7) Ensure bee sting kits are issued to cadets who are allergic to bee stings.

(8) Regimental TAC officers will ensure all personnel are aware of the amnesty program.

k. Regimental Ops NCO

(1) Synchronize the regiments administrative, logistical, and training support activities.

(2) Responsible for the Daily Training Status.

(3) Maintain command and control of supporting tactical and non-tactical vehicles.

(4) Supervise Regimental Host Unit support personnel.

(5) Maintain key control and sensitive items management.

(6) Perform other duties as directed by the Regimental Executive Officer.

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5. BULLETIN BOARDS

a. **Regimental Bulletin Board** (RSGM will display and maintain the following documents):

- (1) Dining Facility Schedule.
- (2) IG Complaint Procedures.
- (3) Daily Bulletin.
- (4) Off Limits Establishments.
- (5) Church Services Schedule.
- (6) Bus Schedule and Routes.

b. **Platoon Bulletin Board** (PTNCO will display and maintain the following documents):

- (1) Bedding Inspection Display. (Figure F-1 and F-2)
- (2) Field Equipment Layout. (Figure F-3)
- (3) Daily Leadership Position and Detail Roster. (Figure F-4)
- (4) Sample Addressed Envelope.
- (5) Sample laundry slip and information concerning laundry.
- (6) Master Training Schedule.
- (7) Weekly Training Schedule.
- (8) Platoon Fire Evacuation Plan.
- (9) Sick Call Procedures.
- (10) Hours of PX, Barber Shop, and Snack Bar.
- (11) Work order repair/Maintenance Summary Sheet (DA Form 2404)
- (12) LCE Diagram. (Figure F-5)
- (13) Safety Tag SOP. (Figure F-5-1)
- (14) Red (Medical Alert) ID Tags. (Figure F-5-2)
- (15) Standardized Packing List. (Figure F-5-3)
- (16) Rucksack Packing Layout. (Figure F-5-4)

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(17) Left-side Ammo Pouch (Figure F-5-5)

1. REGIMENTAL TRAINING.

a. D-5 to D-1 Actions which should assist the regiments during their initial days on the ground.

(1) D-5

(a) RTO and SGM arrives

(b) Locate RHU NCOIC

(c) Pre-inspects barracks, submit R&U orders for deficiencies

(d) Check supply

(e) Draw GSA vehicles

(2) D-4

(a) Draw radios/computers from IMO

(b) Draw push packages; supply, admin, pubs

(c) Set-up orderly room and classrooms

(d) Cadre run/picnic

(e) Coordinate with CPD for CDT inprocessing

(f) NLT D-4 RTO meet with CoC, then Camp Cdr.

(g) NLT D-4 RSGM meet with CoC CSM

(h) The following staffs brief regiment's chain of command in a collective session no longer than 90 minutes in duration: P&A, IMO, Logistics, CPD, RM, Medical LNO, Chaplain, Commandant's representative.

(i) Visit RHU Chain of Command

(3) D-3

(a) TAC Staff School

(b) Coordinate with CIF for CDT/cadre draw

(c) Update RHU checklist

(d) Coordinate with CPD for medical inprocessing

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- (e) Coordinate with CoC for height-weight station planning

- (f) Draw LCR from Logistics

- (4) D-2

- (a) TAC Staff School

- (b) Visit by Medical Inprocessing

- (c) Final Regimental barracks pre-inspection

- (5) D-1

- (a) Early cadet arrivals will go to the Holding Company (see Chapter 19).

- (b) COC and COCSGM talk to cadre/inspect regiment (0930-1100). After talk, platoons can be released after exiting their particular barracks.

- (c) APFT Committee Coordination

- (d) Mess hall coordination

- (e) Request urinalysis training with post ADAPC

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b. **Garrison Training.** Regiments are responsible for conducting training events listed below. Regiments should use Tactical Officer Time to complete training that is not spelled out on the regimental training schedule. A push package is available from the server or in the public folders.

<u>SUBJECT</u>	<u>HOURS</u>	<u>COMMENTS / REF</u>
Barracks Integration Policy	As Required	As soon as practical / Regt SOP
Safety/Security	As Required	Within 24 hours / Camp SOP
Leadership Development Program	As Required	Within 48 hours / TSS Cadre Guide
Cadet Creed	As Required	D 2-6/Enclosure
Barracks Maint/Hygiene	As Required	Within 48 hours / Camp SOP
Customs & Courtesies of the U.S. Army	As Required	Within 48 hours/MQS-1
Fitting and Wearing of Uniform and LBE	As Required	D 2 / FM 21-15 & Camp SOP
RGTL Affiliation/Tradition/History Lineage & Honors	As Required	D 3 / Regt History,
Troop Leading Procedures (TAC Standards)	As Required	Within 48 hours / para 2-2, FM 7-8
Leader Stakes	As Required	Within 48 hours/ MOI
Physical Training	26 Hours	IAW Tng Sched / Physical Tng LOI
Drill and Ceremonies	8 hours	D 4-5 / FM 22-5
Inspections	2 hours	D 4 / MQS-1
Bivouac Tech/Field Hygiene	1 hour	D 4 / FM 21-10
M-16 Rifle Maintenance/ Assembly & Disassembly/ Setting Mechanical Zero	As Required	D 8 / MQS-1
Zero MILES Equipment	As Required	MILES/TEP Team Provides Assistance
IPB/Scenario Updates	As Required	Within 48 hours/ Intel Updates
Patrol Base Activities	As Required	Prior to SQD STX/ Field SOP
Land Navigation	As Required	D 6/Land Nav Test Results
Sexual Harassment/ Improper Relationship Brief	As Required	Within 24 hours

c. **Regimental OPORD Process**

(1) The OPORD process is used for disseminating information as it pertains to cadets, cadre and support and is critical to our success.

(2) Each day in the regimental area at the evening meal + 30 minutes there will be a briefing attended by: the RTO, RSGM, CTOs, CEO's, RXO, Training Officers, Operations Officer, outgoing cadet chain of command, next days cadet chain of command and 2 days out Cadet Chain of Command. Times can be modified by the RTO based on training requirements.

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(3) At this briefing the following actions will occur in sequence:

(a) Outgoing Chain of Command will brief the AAR utilizing the Sustain/Improve model. After completion, the Chain of Command will leave.

(b) Training Officers will annotate comments on the day's order.

(c) Incoming Chain of Command will be given any FRAGOs and be allowed to ask questions, and then dismissed.

(d) The 1-day out Cadet Chain of Command will be given the OPORD for their execution day and allowed to ask questions, then dismissed.

(e) The 2 days out Cadet Chain of Command will be given their WARNO for their execution day and allowed to ask questions. They will then be dismissed.

(f) Cadre will approve the OPORD that will be briefed that next day. Further, they will discuss other pertinent training, administrative, logistics, and evaluation issues.

(g) Draft orders will be disseminated to the Platoon level after the approval time but before the next morning training.

(4) Time line for orders is:

TIME	ELEMENT	ATTENDEES
Evening meal + 30	Company A, B old/new Chain of Command	RTO, RSGM, RXO, CTOs CEOs 24-hour Chain of Command & Tng/Opns Officers 48-hour Chain of Command & Tng/Opns Officers Guidon bearer

(5) Change of Command and order issue format:

(a) Old and new chain of command conduct AAR and change of command.

(b) Old chain of command departs.

(c) FRAGO issued to new chain of command and questions are answered.

(d) New chain of command departs.

(e) The D 1 chain of command is issued their OPORD.

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(f) The D 2 chain of command is issued WARNO.

(6) Training Officers will alternate days they are responsible for training.

(7) Cadets should coordinate with the appropriate Regimental POC. Training Officers, Operations Officer and support personnel will be available immediately after PT, OPORD briefs and the first 30 minutes of the evening meal for coordination. Additional coordination may be accomplished on a scheduled basis

(8) Cadets are encouraged to conduct recons. Training Officers will be available to assist cadets and ultimately ensure recons are completed.

(9) Orders will be published in accordance with the following time line:

D-7	RTO Guidance
D-5	Additional guidance/Issues
D-3 AM	Publish draft RTO, RSGM, RXO, CTO
D-3 PM	Brief Cadre OPORD Gain approval
D-2 AM	Publish OPORD To Platoon level
D-2 PM	Brief OPORD to Cadets
D-1	FRAGO/Questions
D Day	AAR Comments

(10) Ensure Cadets plan their use of available time and utilize the One-thirds/Two-thirds Rule. Company Commanders should brief Platoon Leaders within 30-45 minutes of assuming command to ensure adequate planning time for Platoon and Squad Leaders.

(11) Company Commanders issue their OPORD to Platoon Leaders/Platoon Sergeants 24 hours out from assumption of command.

(12) Cadet Platoon Leaders are forbidden to issue WARNOs or OPORDs to Squad Leaders until assumption of command to reduce confusion during execution of training prior to the new Chain of Command assuming duties.

(13) See FIGURE F-30 for OPORD Process layout.

7. TACTICAL TRAINING.

a. **Squad STX Ramp-Up Training Tasks.** In order to ensure the best chance of success for cadets during SQD STX training, cadets in each squad and platoon will conduct training on the following Battle Drills/tasks during training days 19 and 20:

(1) Cross a Linear Danger Area

(2) React to a Sniper

(3) React to Indirect Fire

(4) Break Contact

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- (5) Occupy an Assembly Area
- (6) Process Enemy Prisoners of War
- (7) Conduct an Area Reconnaissance
- (8) Conduct an Anti-Personnel Ambush
- (9) Squad Attack
- (10) Knock Out a Bunker
- (11) Military radio procedures (Nine-Line Medevac request)
- (12) Squad Operations/Warning Orders
- (13) Troop Leading Procedures
- (14) MILES Train-up and Zeroing
- (15) Field Survival Skills

b. In addition to the above listed drills and tasks, cadets must also review in detail the Cadet TACSOP.

c. All of the listed training will be conducted by the cadets within their squads and platoons, and must be monitored by platoon cadre members to ensure adherence to published standards and uniformity throughout the regiment.

8. Leader Stakes.

b. Leader Stakes is conducted IAW Cadet Command Circular 145-00-2.

c. Responsibilities.

(1) Commandant of Cadets.

(a) Receive data from the Cadet Command Management Information System (CCIMS) through the Information Management Division for APFT, FLRC, BRM, and Land Navigation.

(b) Receive platoon averages, (within 24 hours) for rope bridging and other Confidence Training, Machine Gun Assault Course, ITT Assault Course, Fire Support, NBC, and Hand Grenade Assault Course directly from the respective committees. The committees will also supply a list of cadet names for the best cadet or cadet team and their score per regiment.

(c) Publish Leader Stakes results daily to the regiments involved.

(d) Receive RSM's inspection results weekly and incorporate into the results.

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(e) Training section computes final platoon scores and rankings, which determine the Platoon Leadership Awards for each company.

(2) Regimental Sergeant Major. Conduct barracks inspections and provide results to Commandant of Cadets Training Section.

7. GUIDANCE FOR REGIMENTAL CADRE OBSERVING COMMITTEE TRAINING.

a. Regimental cadre are to be on site while cadets attend committee training. However, their participation in training is limited to the following:

(1) Cadre members are to only observe training, not participate.

(2) Cadre members are not to advise cadets or direct cadet actions, nor interfere with committee cadre.

(3) Cadre will route all unresolved perceived problems through the RTO to the committee chief.

(4) Cadre will check with committee members during the training area reconnaissance for any specific restrictions. RTO will discuss restrictions with the COC.

b. At the training site, regimental cadre are primarily observers. The only exception to the above guidance is an emergency condition where direct action is required to prevent possible loss of life or serious injury. Cadre may observe training and evaluate cadets in non-leadership roles using spot reports (CC Form 156-4-R).

c. A minimum of one TAC per platoon is required at all training sites. An additional company TAC is required at STX training in the TOC.

d. TACs are encouraged to observe cadets at all training sites.

CHAPTER 3 GUIDANCE FOR REGIMENTAL INPROCESSING

1. **PURPOSE.** This chapter prescribes inprocessing policies and procedures that are unique to the regiments.

2. **GENERAL. The inprocessing of both Cadre and Cadets sets the standard for the regiment.** Cadre will be inprocessed upon arrival at Ft Lewis. It is important that all TAC cadre inprocess as soon as they arrive. Cadets will be inprocessed by individual or by busload as they arrive in groups from SEATAC airport.

3. CADET.

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a. Cadet status reports are due at the CPD and the Commandant of Cadets office the first morning that cadets are on the ground and daily throughout the remainder of camp NLT 0600 hrs via e-mail.

b. Cadets will start arriving in the Holding Company area the night before D 1. Refer to Chapter 11 for any POVs secured in the cadet POV lot. Cadet feeding is accomplished by coordinating with a dining facility that is in operation, and through the regimental QAE for sack meals or MREs for cadets arriving after feeding hours.

c. All cadets must turn in their company/platoon assignment card from Cadet Personnel Division (CPD) to the Regimental Admin NCO.

4. PROCEDURES. (Timing of the following is typical; however, availability of medical staff for physicals can/will change some regiments' inprocessing schedules. Check the unit's training schedule for specifics.)

NOTES ABOUT THE REGT'S FIRST FIVE DAYS

a. D 1 (RPT DATE): (also see Section J, para 3 & 4)

(1) Incoming cadets will be transported to the Regt'l area. Regt will assume control. Cadets will immediately be marched to Cadet Personnel Division (CPD) inprocessing. It is important that cadets bring the following:

- (a) ID Card
- (b) Dog Tags
- (c) Copy of orders
- (d) Airline Tickets
- (e) Medical Records
- (f) Other administrative records as appropriate

(2) Madigan Army Medical Center (MAMC) personnel will be in regt'l area conducting urine draw for physicals. Not to be confused with the urinalysis that will be conducted D 3. This team normally shows around 1300 hrs.

(3) Reminder- cadets that will undergo flight physicals on D 2 must not eat after 1800 hrs.(see Section J, para 3 & 4)

(4) Shakedown inspection must also be conducted this day. ID equipment shortages and get this list to CIF ASAP, so they can have missing equipment available during issue on D 3. Ensure end of camp commissionees have their class A uniform with them also.

(a) **Prohibited Items.** Refer cadets bringing the following items to Camp to the RXO:

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1) Controlled substances

2) Weapons or ammunition (Other than knives with blades longer than 3" which will be stored with cadet luggage. Cadets may retain sheaved knives with less than 3" blades and small pocketknives.)

3) Alcohol

(b) **Stored Items** include:

1) Drugs determined by Madigan not to be needed by cadets for the duration of Camp.

2) "Smart Books" other than FM 7-8 and Cadet TACSOP.

3) Green jungle boots

4) "Pogey Bait"

5) Nylon Map cases

6) Rucksacks/butt sacks

7) Cell phones/beepers

8) Cash over \$100 must be converted to traveler's checks within 2 days.

(c) **Other:**

1) All prescription drugs, vitamins, and supplements will be bagged, tagged, and sent with cadets to Madigan for disposition by medical personnel.

2) Cadets may retain sand table kits, writing implements, notebooks for note-taking.

3) Inventory and receipt for high dollar items to be stored in platoon luggage room. Cadre only permitted access to room throughout Camp.

4) Ensure all cadets have running shoes.

5) RTO will conduct rehearsal of orders process with reg'tl staff. Brief squad leaders that night.

6) First batch of cadets can be expected around 0830 on this day from the holding company (early arrivals from the day before). There is no need to have all cadre present for this reception. RXO can handle with four cadre personnel. Remainder of cadre can report for duty at approx. 1200- front load TAC rest.

7) CPD will remain open through the night- so all late arrivals will be brought to CPD for inprocessing regardless of the time.

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8) Centralize accountability of cadets- have one person in charge of the count. Verify count with CPD throughout the day.

9) Have a plan to quickly ID cadets with missing luggage. Ensure Camp P&A is notified about these cadets so they can continue to track, secure, and deliver missing luggage.

10) Regiments should consider using PTLTs to run cadet inprocessing sequence, from reception, to movement to CPD, to UA, to regimental inprocessing, and then hand-off to assigned PLT. LTs can greatly assist in managing accountability throughout the process, and by task organizing them to run this process, the regiment then allows PTOs and PTNCOs to conduct cadet reception tasks at the platoon (inventories, etc.)."

b. D 2:

(1) All cadets requiring flight physicals will be front-loaded. See Section J, para 3 & 4 of the SOP- it tells you how to flow these folks over to Old Madigan. They will not eat breakfast. Ensure they are issued 2 MREs before they depart for MAMC. After flight physicals have departed, then mix will be 50%female/50%male, then remaining cadets, in 30-minute intervals.

(2) Cadre involved in ht/wt action need to go over with first batch of cadets, or position themselves over at Old Madigan before the cadets even arrive (the optimum solution). Ht/wt teams need to be ready to go as soon as cadets arrive.

(3) CPD, in conjunction with the Commandant of Cadets, will make the decision on reassigning cadets who arrive late (approx. 1300 hrs of D 2).

(4) Cadets will bring ID, shot records, all medical records, and wet weather bag with them to physical. RTO call on whether to wear sweats- based on weather. If no sweats are worn, no wet weather bag is needed.

(5) Land Nav 1 (Written Pretest) is administered this day. Test will be administered by LN committee, but graded by Regt. Map to be used will be the Ft Lewis 1:50,000. Maps, pencils, and protractors will be issued at test site. Cadets will keep maps and protractors. Those cadets who had flight physicals may experience problems reading the LN test due to the dilation test run on their eyes. For these cadets the TAC staff should obtain a copy of the test and required map/protractor and administer the exam back in the regimental area- once they can read. Coordinate this with LN committee.

(6) Orders process will be conducted for D 4 chain of command. D 4 will be first day for record blue cards.

c. D 3:

(1) Urinalysis conducted on this day. Ensure appropriate number of cadre have been "trained" by I Corps to observe. This minimizes wasting of cadet time. I Corps personnel will actually conduct the urinalysis.

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(2) Regts will take their 5-ton truck to transport cadet equipment issued to them at CIF. Ensure you have tags to tag cadet duffel bags.

d. D 4:

(1) APFT day. The Deputy Camp Commander will make the weather call at approx. 0330, in order to give APFT Comm, the Regt, and support personnel adequate time to set-up will make weather call. If weather does not permit doing pushups/sit-ups outdoors, then this portion of the APFT will be conducted at North Gym. Weather call test: standing water on outdoors test site.

(2) One final note on APFT- regt should make time in first three days to check each cadet's form for pushups and sit-ups.

(3) Accession Photo is also shot this day. The accessions photo shirt will be worn for the photo. They will not be carried. Regiments have found it more practical to wear the shirt in case of inclement weather. Cadets ID tag chains should not be visible. Pockets should be empty so they don't bulge out. The uniform should be pressed and insignia should be properly positioned.

(4) Platoon Photos- space out movement of platoons to North Fort Gym to avoid backlog/stand around time at gym. Photos will be checked and approved by a Regimental and CPD representative prior to the squad or platoon being released.

e. D 5:

(1) First day for Regt-controlled PT. Ensure we don't run APFT failures into the ground before they take retest.

(2) Land Nav 2 (record written test) conducted this day. LN committee will administer and grade.

(3) RAC this afternoon. Selected personnel need to be trained up to execute this ceremony. See SOP. SGM says pick experienced cadets for this early ceremony as your Regiment is on display.

(4) Regt'l Affiliation Brief (RAB) is also this day. Camp Chapel is available if a regt wants to brief there. Regt should coordinate affiliated unit representation (if unit is available) at the RAC/RAB. Possibly have unit Cdr./rep conduct RAB.

(5) Evaluations Section personnel will review blue/yellow cards, DA Form 6 and give feedback to RTO. RTO then gives plan for any fixes to Commandant.

f. MISCELLANEOUS NOTES:

(1) APFT retest- ensure you have chaplain there. APFT retest will be done D 7. Cadets requiring retest will be taking APFT with follow-on regt. Cadets are required to complete the entire test. If a cadet refuses to continue the test, the RTO or his representative will immediately intervene and counsel the cadet on the importance of completing the test. If after that, the cadet still refuses, a counseling statement will be included with APFT scorecard as part of cadet's camp separation packet.

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(2) Regt'l Cadre should eat with their respective platoons/company. We want cadre present in the DFAC throughout the feeding period to ensure same quantity/quality of chow support is there from beginning to end.

(3) Land Navigation - 1:25,000 map will be used on the course. Cadets will also have their own 1:50,000 map issued during the written test.

(4) RTO Breakfasts with the CoC approximately every 4 days @ 0600 at the golf course. Purpose is to share info/lessons learned. Region LNOs are also invited.

(5) There needs to be a simple event (formation) that symbolizes the turning over of the company's leadership positions to the cadets on night of D 3, so they clearly know they're now in charge.

CHAPTER 4 REGIMENTAL OUT-BRIEFING REQUIREMENTS

1. **PURPOSE.** This chapter prescribes policies and procedures for regimental closeout briefings.

2. **GENERAL.** Each Regimental Tactical Officer will present a formal close-out briefing to the Commandant of Cadets, followed by an informal briefing approximately 5 days later conducted by the Regimental Executive Officer to confirm transportation, graduation, and follow-on training specifics just prior to graduation. Finally, the Regimental Tactical Officer will conduct a deskside AAR outbriefing with the Camp Commander.

3. REQUIREMENTS.

a. The DCOC schedules 3 out-briefings for each regiment:

(1) Regimental outbriefing to the Commandant of Cadets. (D 28 briefing)
This is a formal briefing that takes place prior to PLT STX, normally on D 28 of training. The RTO is the primary briefer with the RXO, RSGM, and regtl OPs NCO attending from the regiment. Also present are staff representatives from P&A, RM, CPD (Travel), Evaluation Division, the LNOs, the next regiment's RTO, and the Holding Company (HC) Commander or 1SG.

(2) Regimental Follow-up briefing to the Commandant of Cadets. (D 33 briefing)
This is an informal deskside briefing that takes place after PLT STX, normally on D 33 of training in the Commandant's Office. The RXO and the Regimental Operations NCO are the primary briefers with camp staff representatives from RM, CPD, the LNOs, and the HC Commander or 1SG.

(3) RTO Outbriefing to the Camp Commander. (AAR outbriefing)
This is a 15 - 30 minute briefing in the Camp Commander's Office with talking points on a slide that highlights key issues (normally discussed in the Regimental AAR). The regiment will provide a copy of the talking points and the AAR to the Commandant of Cadets for

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review prior to scheduled briefing with the Camp Commander. The briefing normally takes place on D 33.

b. Copies of formatted slides for all three briefings are provided in the Regimental push package, and are available in the Commandant of Cadets Office (Operations Section). Anyone requiring a copy can receive it by email or should bring a diskette to the Operations Section.

4. RESPONSIBILITIES FOR BRIEFINGS.

a. Regimental Outbriefing to the Commandant of Cadets. (D 28 briefing)

(1) COC. Attends the briefings and ensures that the RTO is prepared to close out the regiments on schedule. Establish specific cadet holdover policies for HC, cadet transfer times and cadet airline ticket issuance procedures. Tickets will not be issued to cadets until they have graduated and are boarding ground transportation to the airport. The regiment is responsible for cadet accountability until that accountability has been passed to HC.

(2) DCOC. Host the D 28 briefing.

(3) COC Operations Section. Arranges for and prepares the briefing site as well as provides the briefing hardware (screen and projector). Publishes a schedule for briefings with location and time. Use of a Camp Training Division classroom is the preferred site for the D 28 briefing.

(4) RTO. At D 28, provide a formal briefing to the COC covering the following areas:

(a) Administrative:

1. Medical Waivers.
2. Event Waivers for Training.
3. Pending possible boards (below 770 points or other).
4. Follow-on Training. (CTLT, NSTP, Airborne, Air Assault, NWTC, MMT, etc.)
5. Commissionees. (numbers/rehearsal plan)
6. Awards (Cadre, Support Unit, Dining Facility/ AAMs, Coins, COAs)
7. Cadet departure plan (date/time depart camp/time depart SETAC/number of cadets)
8. Cadre departure plan (officer/NCO plan - date/time depart camp/by name, by rank, by position)
9. CERs (date comments to Eval)
10. OERs (IRR Chaplain OER status)
11. Cadre Bullet Comments
12. Cadet Counseling
13. D 33 Briefing to COC or DCOC
14. Copy of AAR to COC with talking points
15. AAR outbriefing to Camp Commander
16. Performance Boards (tentative dates for boards)

(b) Logistics

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1. Miles Turn-in
2. CIF
3. Linen Turn-in F6
4. LCR cards
5. Weapons (cleaning/turn-in)
6. TMP vehicle turn-in
7. Publications
8. F-10 Warehouse
9. F-17/TASC Warehouse
10. Billets (pre-inspection/final inspection)
11. Bldg. 1010 - Hand held Radios
12. IMO

(c) Coordination Issues

1. Holding Company Transfer (Holding Co OIC)
2. Transportation (Chalks) (RM-Transportation)
3. Meals (RM-Dining Facility)
4. Pass Authorization Requests (CPD/COC)
5. Baggage Storage Plan (Regiment/Holding Co)
6. Airline Ticket Issuance Procedures (CPD-Travel)
7. Cadet and Cadre Clearing (RM)

(5) RSGM, RXO and Operations NCO. Attend the D 28 briefing. Be prepared to discuss specifics.

(6) P&A. Hand out clearance forms and locator cards. Brief status of all awards, camp clearance procedures, safety briefing requirements, etc..

(7) RM. (RM, RM-food service, & RM-Transportation) Ensure building clearance and equipment turn-in procedures are understood by the RTO. Get initial head counts for meals. Be prepared to discuss transportation support plans. Present any lessons learned from previous regiments.

(8) CPD. (CPD & CPD-travel) Attends the D 28 briefing and provides information as requested. Be prepared to discuss status of airline tickets

(9) Evaluation. (Chief Eval) Brief the status of CERs and Turn-in schedule.

(10) Holding Company OIC. Brief cadet holdover plan; when they are to be received, rules of the company, feeding, billeting plan, and cadet baggage requirements.

(11) Regimental XO and Operations NCO attend D 28 briefing. Be prepared to discuss specifics.

b Regimental Follow-up Briefing to the Commandant of Cadets. (D 33)

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(1) COC. Attends the briefing and ensures that the regiment is on schedule to close out the regiment. Ensures staff agencies are providing adequate support to assist the regiment.

(2) DCOC. Host the D 33 briefing in the DCOC office/conference room. Ensures attendees are notified of the time and location of the briefing.

(3) RXO, regtl OPs NCO. At the D 33 briefing, provide a follow-up deskside briefing to the COC (or DCOC in his absence) covering the same areas as the D 28 briefing with finalized numbers and plans for execution. Same slides used for the D 28 briefing with updated information are utilized.

(a) List of commissionees to be commissioned at camp.

(b) List of cadets departing after graduation.

1. Command and Control.
2. Transportation / Baggage Storage.
3. Pull times / Transportation plan / Flight times.
4. Number of cadets transported by relatives.
5. Approved list of individuals going on pass.

(c) Holdover Cadets (e.g. Airborne, Air Assault, etc.)

1. Command and Control
2. Transportation plan for baggage.
3. Pull times / Transportation Plan / Flight times.
4. Movement to airport.
5. Approved list of individuals going on pass.

(d) Personnel Without Tickets or Transportation.

1. List of cadets.
2. Plan to obtain tickets or transportation.

(e) Individuals Going on Follow-on Training.

1. Type of training, departure dates, required arrival dates.
2. Plan for administering APFT, if required.

(4) Resource Management (Transportation). Confirm transportation plan briefed by RXO and provide plans to resolve conflicts.

(5) CPD-travel. Present roster of airline flight schedules and plan to resolve unscheduled personnel.

(6) HC OIC. Provide update on holdover plan to include billeting plan, feeding plan, cadet baggage, and security.

(7) P&A. Hand out clearance forms and locator cards. Brief status of all awards, camp clearance procedures, safety briefing requirements, etc..

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(8) RM. Ensure building clearance procedures are understood by the RTO. Present any lessons learned from previous regiments. At the D 33 follow-up briefing, discuss the meal plan, specific transportation plans based on CPD ticket input, and any other RM specific issues such as specific transportation plans based on CPD ticket information input.

(9) CPD. Attends the D 28 briefing and provides information as requested. At the D 33 briefing, present a roster of airline schedules, holdovers going to HC and status of airline tickets. Briefer must be someone very familiar with these issues. Problems must be resolved during the meeting.

(10) Evaluation. Brief the status of CERs and Turn-in schedule.

c. RTO After Action Review (AAR) Outbriefing to the Camp Commander. (D 33)

(1) COC. Review regimental AAR prior to RTO's outbriefing. Provide guidance to the RTO on topics of the briefing.

(2) DCOC. Schedule time and location for prebrief to COC and briefing to Camp Commander.

(3) RTO. Prebrief the COC. Prepare an AAR and talking points for the CoC's review prior to the scheduled briefing to the Camp Commander.

d. **HC Commander.** Brief cadet holdover plan; when they are to be received, rules of the company, feeding and billeting plan, and cadet baggage requirements. Specifics are discussed at the D 33 briefing.

e. **Regimental XO and Operations NCO** attend both briefings and are prepared to discuss specifics at the D 33 briefing.

CHAPTER 5 GUIDANCE FOR REGIMENTAL OUTPROCESSING.

1. **PURPOSE.** This chapter prescribes outprocessing policies and procedures that are unique to the regiments. See Section J, Cadet Personnel, for additional cadet outprocessing requirements.

2. **GENERAL.** The closeout period for regiments requires the same detailed planning normally associated with the conduct of training. The information in this chapter will be updated during this final closeout meetings (discussed in Chapter 4). An understanding and adherence to the procedures listed in this chapter will facilitate a timely clearance of camp by the regiments.

a. Advanced Camp outprocessing involves the following: evaluation process, end of Camp commissioning, cadet and cadre awards, outbriefings, after action reports, cadet boards, and waivers, cadet follow on training, cadet equipment maintenance

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turn in, cadre equipment and GSA vehicle turn-in, billets clearing, and cadet and cadre travel.

b. No regimental cadre member will leave Advanced Camp until the last cadet has cleared the Regiment. Cadre members may depart early only at the approval of the Commandant of Cadets. Additionally, all buildings will have been turned in and the Regimental TAC Officer will have signed the cadre member's clearance form. Flight changes for regimental 2LTs require changes to their orders and therefore should be minimal.

3. REQUIREMENTS.

a. OCIE Turn In.

(1) General. Cadets draw organizational clothing and individual equipment (OCIE) from the installation CIF on the third day of the cycle. Turn in is scheduled for the day prior to the closing ceremony. Adherence to the guidelines listed below will increase the speed and efficiency of the turn in process.

(2) Preparation. Under supervision of the cadre, cadets will inventory their OCIE and report shortages to the regiment supply section which will initiate cash collection forms (HFL Form Letter 1729) prior to cadets reporting to CIF. Cadets must have cash to pay for missing equipment. Checks are not accepted. Remove nametags from BDU shirts and the field jacket issued by CIF. Do not remove the U.S. Army" tag or the Cadet Command patch. Separate the rucksack from the frame. Ensure the left and right shoulder straps (quick release straps) remain attached to the frame. Ensure all equipment is clean.

(3) Turn In.

(a) At the CIF, cadets line up in single file outside the door marked "ROTC ENTRANCE" in alphabetical order by platoon. Place cadets with missing items at the head of the file. These individuals will proceed to the cashier's window with their cash collection vouchers to pay for missing equipment.

(b) Cadets unload equipment into shopping carts according to charts posted in the area. Pick up and complete a turn in line. Cadets move throughout the stations as they did during issue and place their equipment on the counter.

(c) Upon completing turn in, cadets must wait until their record is cleared prior to departing the building. Regiment supply sergeants will not depart the CIF until all cadets have cleared. A copy will be provided to the Camp RM after accounting for all personal clothing and equipment records. TAC staff will monitor the flow of cadets through the stations to ensure cadets receive credit for turning in all equipment.

b. **Building Turn In.** See Section D, Chapter 2.

c. **Official End-of camp commissioning ceremony.**

(1) General. The end-of-camp commissioning ceremony is an event where cadets transition into the Commissioned Officer Corps of the United States Army as

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Second Lieutenants. At the commissioning ceremony, commissionees will accept the oath of office, have their 2LT Gold Bars pinned on, and will receive the first salute. The commissioning ceremony is also a time to acknowledge the devotion and perseverance of the cadets to become Army officers. This ceremony will be held in the Chapel prior to graduation ceremony and again on the field of the graduation ceremony

(2) Responsibilities.

(a) Regiments will coordinate execution with the OCOC. A push packet is available.

(b) Operations. Regiments will coordinate personnel (singers, ushers, servers, administrators of the oath of office, etc.) and documents (DA Form 7, commissioning program, etc.) for the ceremony. Act as administrator and the master of the ceremony. OCOC Operations will secure Chapel 13 for each regiment's commissioning ceremony.

(c) Timeline. The ceremony is conducted on D 35 and is less than one hour in duration.

(d) Supply. No refreshments are necessary.

(e) Chaplain. Offer the invocation.

(f) Commissioning Reception. The reception is conducted on the evening of D 34 and is less than one hour in duration. Friends and family members are welcome. The Camp Chaplain is the project officer. It will continue to be held in the Officer's Club. Funding for food and awards is provided by the Post Chaplain's Fund.

d. **Cadet Holdovers.** (see Chapter 19, Holding Company Operations)

e. **Food Service.**

(1) General. Dining Facility closure will be coordinated by the Camp Resource Management in conjunction with the Contracting Officer Representative, Regiment Executive Officer, and Commandant of Cadets. Dining facilities will be closed after a regiment's closing ceremony as soon as the headcount justifies doing so.

(2) Procedures.

(a) Cadets not departing the regiment immediately after the closing ceremony will subsist in the 593d Dining Facility until closure.

(b) Cadets departing camp immediately after the closing ceremony or prior to the dining facility opening on follow-on departure days can receive box lunches. Number of box lunch requirements will be minimized by opening a short order line in the dining facility early (1030hrs) in coordination with the regiment.

(c) The regiment will provide the dining facility manager with a one line entry for meals consumed by cadets prior to departure, and will complete and turn in to the

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Resource Management Food Service Supervisor the close-out feeding report at Figure F-8.

- f. **Supplies.** See Section D, Chapter 3.
- g. **Non-tactical Vehicles.** See Section D, Chapter 7.
- h. **Outbound Cadet Transportation.**

(1) General. This section outlines policies and procedures for transporting cadets to SEATAC Airport upon completion of camp. The overall objective is to accomplish the movement in the most cost effective manner possible while providing timely service to the cadets and minimizing the impact on camp supervisory personnel.

(2) Procedures.

(a) Cadet Personnel Division schedules all outbound airline transportation for cadets. Flight departure times for each regiment are entered into a database and a roll-up report is provided to the Resource Management. This report is the basis for planning ground transportation to SEATAC Airport.

(b) Because of their relatively low density, cadets released early from camp will normally be moved to the airport by the most cost-effective means available. Instructions will be furnished to the regiment on time and place of pickup. The regiment must ensure the cadet is properly cleared from camp and prepared for movement at the designated place and time.

(c) On the day of the closing ceremony, cadets will normally be returned to the regiment area at approximately 1030 hours. Since the majority of cadets will depart immediately thereafter, transportation to the airport will be by commercial, over-the-road busses. Movement to the airport will be by bus with the first lift departing approximately 2 hours prior to the earliest schedule departure flight.

(d) Transportation to the airport for cadets departing after the initial surge will be by commercial shuttle service, contracted commercial bus, or TMP 15 passenger van, whichever is most economical to the government and still meets the needs of the cadets.

(e) Cadets may decline government transportation to the airport. If they do so they are responsible for making their own travel arrangements to the airport for which they will not receive reimbursement.

4. **LAST 5 DAYS ACTIONS.** This list should be used to assist regiments in a smooth transition:

- a. D 31
 - (1) PLT Ops ENDEX
 - (2) AAR draft due

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(3) Clean MILES/TA-50

b. D 32

(1)Regimental Run w/Camp Commander

(2)Blood Drive

(3)Regimental Awards due to CoC then P & A

(4)ID cadet holdovers to Holding Company

(5)Inspect class A's of cadets who will be commissioned on D35

(6)MILES turn-in

(7)Travel document review

(8)Cadet Performance Boards

(9)CERs due to Evaluation Committee

c. D 33

(1) Cadre NCOER/OER bullets due to CoC

(2) Camp Commander Prebrief with CoC

(3) Get passes approved for cadets by CoC

(4) CoC coin/award presentation by CoC

(5) CER Counseling

(6) Final AAR due

(7) Camp Commander's outbrief

d. D 34

(1) CIF turn-in

(2) Graduation rehearsal

(3) Commissioning rehearsal/reception

(4) LCR card turn-in

(5) Cadre departure plans to P and A

(6) F-10/publications/TASC/F-17 turn-in

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- (7) Issue cadre clearance forms
- (8) GSA vehicle turn-in
- e. D 35
 - (1) Commissioning
 - (2) Graduation
 - (3) Barracks Clearance
 - (4) Linen turn-in
 - (5) Turn over late departing cadets to Holding Company
 - (6) Cadet POV pick up
 - (7) Cadet movement to airport

CHAPTER 6 BARRACKS ARRANGEMENTS AND STANDARDS

1. **BARRACKS ARRANGEMENT.** The following are primary considerations when making barracks arrangements to enhance interaction among members of a platoon and facilitate peer ratings.

a. **Downstairs bay.** Barracks will be integrated, with both males and females in billets. Each platoon will occupy one building. Females will be billeted on the first floor. On the first floor, curtains will be used to separate male and female areas. The curtain will be drawn only when cadets are changing clothes. The curtain will remain open all other times, including sleeping hours. Cadets will sleep in tasteful shorts and T-shirt.

b. **Upstairs bay.** Will remain all-male; however, changing times will be allocated at the same time as the downstairs bay. Other rules also apply.

c. **Latrines.**

(1) The latrine will be co-use with a sign to designate male/female. When the latrine is not utilized the door will remain open. It will be the cadet chain of command's responsibility to allocate time in order to meet all individuals' hygiene requirements. The TAC Staff will closely scrutinize the latrine management plan of the platoon. TACs will ensure equitable and properly planned latrine time. TAC Staff will counsel and direct changes as required to meet this requirement. TAC Staff will also ensure compliance with uniform wear after lights out. Latrines will not be closed to use in order to maintain cleanliness; they will be closed only immediately prior to

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daily inspection. Only cadets who had leadership positions that precluded them from showering in the daytime may do so after lights out.

(2) Each regiment will be augmented with portable latrines. Cadets may use these latrines to help alleviate congestion in the permanent facility. Cadre are to ensure that cadets do not throw trash into the toilet or the floor of the portable latrine. This is historically a problem area with the contractor. Trash tends to delay servicing and often damages servicing equipment. Again, at no time will either the building or portable latrines be placed off limits, except immediately prior to daily inspection.

d. **Downstairs rooms.** Cadre may use both rooms for TAC counseling.

e. **Upstairs rooms.** The smaller room will be used as a baggage storage room. The other will be used as a Platoon Operations/Battle Room. All mattresses in these rooms will be covered with a mattress cover.

2. BARRACKS INTEGRATION RULES.

a. General Rules

(1) Always respect privacy and be considerate of others.

(2) A male/female sign will be posted on the latrine door. When in use the appropriate side will be displayed. When departing the latrine the door will be left open so that any sex may utilize the latrine.

(3) Showers can be taken at any time between 0500 and 2200 hrs utilizing the best use of time in the troop leading process but must be coordinated with all platoon members and times must be properly posted. TAC Staff may extend these hours for cadet leadership personnel.

(4) First formation will be 30 minutes after wake-up. All personnel will be in the proper uniform, shaved and be able to stand inspection.

(5) Minimum uniform at all times will be tasteful shorts and T-shirt for all cadets. This uniform may be prescribed by platoon in billets during regimental/company TAC time and may be worn to chemical latrines.

(6) Sleeping uniform will be tasteful shorts and T-shirt.

(7) Curtains will remain open except when privacy demands they be closed (e.g. when cadets are changing clothes). At lights out, curtains will be open.

(8) If curtains are closed, the opposite sex is required to knock and will not enter until they are given all clear. Female cadets are required to get the all clear before entering the all-male second floor.

(9) After lights out, guards will escort inspectors and TAC Staff and give the all clear on each floor prior to entry.

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(10) All violations, no matter how small, will be brought to the attention of the TAC Staff immediately so that corrective actions can be taken.

(11) Repetitive and gross violations of this policy will be dealt with swiftly by the TAC Staff.

(12) If any individual's concerns are not properly addressed by TACs, they should be brought to the immediate attention of the RSGM and RTO.

(13) Cadets are allowed to utilize other barracks' latrines provided they reflect the proper sex and cadets leave the latrine as it was found. Coordinate prior to usage.

(14) Individuals failing to comply with policies and procedures in this memo or with the platoon plan are subject to receiving a negative spot report.

(15) Barracks integration is a "caring for soldiers" issue. Failure to be sensitive to the needs of others hygiene and privacy will not be tolerated.

(16) Intimate sexual or physical contact (such as holding hands, lying on another cadet's bunk, etc.) between cadets that is prejudicial to good order and discipline or could in anyway be construed as an improper relationship is not allowed.

b. Platoon Leaders and Platoon Sergeants are responsible for:

(1) Planning and organizing latrine use so that each individual has equal access to the latrine in the platoon.

(2) Posting the daily latrine schedule on the bulletin board and at the entrance to the latrine.

(3) Enforcing the latrine schedule to ensure equal application for all cadets.

(4) Pre-briefing cadre before Warning Order and Operations Order on the schedule for approval prior to issuance of the schedule.

(5) Ensuring all shower, shaving and hygiene tasks are accomplished to standard on time.

(6) Ensuring available time is appropriately planned so that personal time and troop leading time is integrated appropriately.

(7) Planning showers in accordance with troop leading procedures.

c. Barracks integration will be an important part of the garrison evaluation for platoon leaders and platoon sergeants. With all the leadership dimensions directly impacted, failure in this could dramatically affect the floor score.

3. BARRACKS LAYOUT.

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a. **Bunks.** Arrange so that cadets sleep "head-to-foot." Bunks will be arranged so as to preclude injury sustained from light bulbs. Cadets will arrange footwear as shown in Figure F-2.

b. **Wall lockers and footlockers.** TAC Staff will prescribe the precise location of individual wall lockers to facilitate the living conditions of the number of cadets assigned to the platoon. Attempts to maintain uniformity throughout each regiment may be difficult given differences in building configurations and cadet strength of each platoon. However, the wall lockers will be arranged against the wall so they are not blocking the windows. A footlocker will be placed at each end of each bunk.

(1) Wardrobe and/or wall lockers and footlockers will be organized and neat at all times. Due to the limited storage space per cadet and the amount of uniforms and equipment required for training, there is no standard wall locker or footlocker display. This space should be considered the cadet's personal space and should be secured at all times. Interiors of lockers will not be inspected for uniformity, but only for a neat and well-organized appearance.

(2) TA-50 layout (see figure F-3).

4. BARRACKS STANDARDS.

a. **Community areas.** This includes the entrance, exits, and latrines.

(1) Keep the area surrounding the barracks free of trash, debris, and litter. Rake the gravel foundation and sweep walkways daily. The supporting host unit will cut the grass.

(2) Keep entrances and exits clear of obstacles that would preclude rapid movement to and from the barracks in the event of an emergency. Specifically, keep fire exits, ladders, roofs, and sub-roofs clear.

(3) Clean and maintain latrines to the highest possible standards of cleanliness. Usually, units will assign responsibility for cleaning the latrines to a squad on a daily basis. Specifically, latrines must meet the following minimum standards:

(a) Clean soap dishes and keep free of soap.

(b) Scour wash basins, urinals, and toilet bowls with a cleaner.

(c) Sweep and mop floors and remove excess water.

(d) Deposit used razor blades, empty toilet article containers, and other trash in the container provided.

(e) Clean, wipe, and dry latrine fixtures; i.e., shower heads (including shower walls), spigots, and faucets.

(f) Wipe dry the washer and dryer and leave doors open to allow the inside to air out.

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(g) Clean dryer lint screen.

(h) All sinks will have stoppers. When they do not, notify the cadre platoon TAC NCO so that he can replace the missing ones.

(i) Latrines will not be closed except immediately prior to daily inspections. They will not be placed off limits at any other time.

(j) Latrines will not be closed for the purpose of changing clothes.

b. Bays.

(1) Clean and sweep barracks floors daily. Cadets must clean, wax, and buff floors once a week, usually on Friday, depending on the training schedule. Scraping of floors with razor blades and knives is inappropriate. Barracks floor corners and stairwells often require extra effort.

(2) Remove cobwebs and dirt buildup from barracks ceilings and walls.

(3) Clean barracks windows once a week. Clean screens, as required, to prevent the buildup of "cottonwood pollen." During the day when the unit is in the area, barrack windows will be open, weather permitting. For formal inspections, open windows to the same height.

c. **Safety.** Alert the chain of command to all hazards, such as missing rungs from escape ladders, bare electrical wires, weak railings, and broken floor tiles. Unlock all doors in the barracks when the building is occupied.

5. MISCELLANEOUS.

a. **Linen Exchange.** All cadets will shake blankets outside the barracks on the day that they exchange linen. Bunks will not be made on linen change days.

b. **Fire Extinguishers.** The PTNCO/PTO will check fire extinguishers for serviceability weekly. Do not shine fire extinguishers.

c. **Fire Escapes.** Cadets are not to loiter on the fire escapes outside the barracks. Cadets may use the fire escapes for actual emergencies. During fire drills, cadets may use the fire escapes on barracks equipped with wooden staircases; for those barracks with ladder style wooden fire escapes, cadets should use the interior staircase.

d. **Building.** A sample building checklist for inspections can be found in Figure F-9.

e. **Work orders.** All R & U matters will be reported. TAC staff will maintain a work order log (DA Form 2404) on their platoon bulletin boards so cadre and cadets are aware of pending maintenance issues.

SECTION F - REGIMENTAL OPERATIONS

CHAPTER 7 INSPECTIONS

1. GENERAL.

a. Inspections help ascertain how a unit is functioning. The degree to which a unit maintains set standards is indicative of its discipline. During camp, cadre must emphasize scheduled and unannounced inspections in barracks, in ranks, and in the field. Cadre inspections are a teaching vehicle, and will demonstrate not only the proper inspection procedure, but also the technique of inspecting the particular area of interest. Supervision by TAC officer/NCO of inspections performed by cadets will include a critique on each area.

b. The regimental TAC staff will determine the time needed to comply with the training goals. Time required must come from commander's time, scheduled open time or the regiment training schedule. This training is continuous.

c. Give particular emphasis to establishing a system of inspections and critiques that will improve the ability of the cadet to perform effective inspections as a leader.

2. REQUIRED INSPECTIONS.

a. RTOs will ensure that the cadre performs the following inspections:

(1) Initial Equipment Shakedown (D 1).

(2) Standby Wall Locker and Footlocker (D 2).

(3) Brass and ammunition "shakedown" of all cadets' immediately after training which involves use of live or blank ammunition, pyrotechnics, or explosives. Conduct this inspection in a manner not degrading to the cadets (i.e., a cadet should check his own pockets instead of the cadre performing a "pat down" inspection.)

(4) Health and Welfare (At direction of RTO)

(5) Daily foot inspections for the first three weeks.

b. Platoon cadre will ensure cadets (under close cadre supervision) conduct inspections for the following items/areas:

(1) Inspection of weapons in ranks.

(2) Personal appearance inspection at the first duty formation.

(3) Barracks inspection prior to departure for training.

(a) All bunks made properly and aligned.

(b) All footlockers swept under and aligned.

(c) All footwear shined and aligned. Spit shine will not be required.

SECTION F - REGIMENTAL OPERATIONS

- (d) All wall and footlockers locked.
- (e) All windows locked if training is to be conducted overnight.
- (f) Latrine clean and all commodes flushed.
- (g) Police around barracks completed.
- (h) Cleaning equipment stored neatly.
- (i) Keys turned in to Orderly Room (to include baggage room).
- (4) In-Ranks in field gear prior to SQD STX. Cadet chain of command inspects (rucks and A bags) to ensure discipline of the packing list.
- (5) Bedding display on "linen day."
- (6) Weapon inspections prior to turn-in (under cadre supervision).

CHAPTER 8 CADET CAMP RULES

1. **TREATMENT OF CADETS.** TAC officers must ensure that cadets are treated as adults and future officers. No one will require a cadet to participate in any activity that may be construed as degrading to human dignity. Hazing activities are expressly forbidden. All individuals in leadership positions at camp will ensure that all cadre members are oriented on treatment of cadets and cadre relationships with cadets. Prohibited practices include, but are not limited to:

- a. Shouting or yelling at a cadet using derogatory language.
- b. Touching a cadet in a degrading manner, such as tapping a cadet on the chest while reprimanding him/her for an error or infraction of a rule.
- c. Referring to a cadet as "hey, boy/girl" or "hey, you."
- d. Relieving a cadet of duty and/or ridiculing him/her for shortcomings in the presence of other cadets.
- e. Mass punishment, undue harassment, use of profanity, and any type of physical contact with cadets.
- f. Socializing, fraternization, and exercising undue familiarity with cadets.
- g. Undue punishment or degrading criticism in evaluating a cadet's performance.
- h. No dropping cadets for pushups as punishment.

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2. MILITARY COURTESY.

a. Cadet and cadre leadership will enforce high standards of military courtesy and discipline at all times.

b. Address Cadets as "Cadet last name" with respect and dignity. Cadets may also be addressed as Mister or Miss in conjunction with their last name.

3. CADET REPORTING PROCEDURES

a. Come to the position of attention while addressing an officer.

b. Come to the position of parade rest while addressing an NCO.

c. Officers will be addressed as Sir or Ma'am and NCOs will be addressed as Sergeant and/or Sergeant Major.

d. Before entering the orderly room, knock and request permission to enter, then enter only when told to do so. Assume the appropriate position according to the above instructions.

e. When in the dining facility and an officer of more senior rank enters, the first person to recognize the officer will call the dining facility to "At Ease". Those seated will remain seated.

4. DINING FACILITY.

a. No talking (socializing) in the dining facility until after training D 7.

b. All cadets will stand behind the prescribed serving line and will only talk when asked a question by mess personnel or cadre.

5. FIRST 8 DAYS.

a. Reporting date is start of D 1.

b. No cadets may visit the PX without a cadre escort until after training D 7.

c. Cadets are required to make one phone call (in the first 3 days) to their family or to their school to let them know they arrived safely.

5. ALCOHOL AND TOBACCO PRODUCTS.

a. Consumption of alcoholic beverages by cadets at Advanced Camp is strictly forbidden! All bars, clubs, Class VI stores, and facilities where the primary business is the sale of alcohol (both on Fort Lewis and off-post) are OFF LIMITS. Advanced Camp is defined as from the time the cadet departs his/her home of record, university or other departure point on orders enroute to Fort Lewis until they have returned to home of record or point of destination. Any violations of the alcohol policy will be reported immediately to the OCOC and handled as a serious incident.

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b. Tobacco products are discouraged, but may be used in designated regimental tobacco areas only.

7. VISITATION.

a. As a matter of general policy, requests to visit cadets/candidates undergoing training will be denied. The rigorous compacted training schedule provides very limited free time to support individual visits with the cadets/candidates.

b. Requests for exception to this policy are to be submitted through the Commandant of Cadets or Commander of the National Guard Headquarters to the Camp Commander. Requests will be approved only in extraordinary circumstances and will be scheduled during cadet/candidate free time.

c. Approved visits are restricted to the regimental areas. University and MIR representatives are not permitted to enter the regimental area without first checking in with and gaining the approval of the unit orderly room. Visiting officials and family members are not permitted to enter the regimental area until after graduation. Any violations, problems, or questions will be immediately reported to the OCOC. Under no circumstances will cadets or candidates be permitted to leave the cantonment area nor will training be interrupted to support individual visits. Civilian clothes are not authorized in the regimental area.

8. MARCHING.

a. A group of three or more cadets moving from one point to another outside the regimental area constitutes a formation. All formations will be marched with someone in charge.

b. Cadets will double time in regimental areas during daylight hours.

9. PT. Physical training will be conducted IAW FM 21-20. The aim of PT at camp is to sustain overall physical conditioning and set up our cadets for success at follow on training (i.e. CTLT, Airborne or Air Assault training). Therefore, the majority of PT sessions will cover the basics: pushups, sit-ups, and running. During the course of camp, PT should also include varied sessions to expose cadets to other ways to conduct PT (i.e. grass or gorilla drills). Physical training that includes some sort of rough physical contact is not authorized. Such activities include, but are not limited to: Frisbee football ("Ultimate Frisbee"), football or basketball, buddy-carry exercises, etc..

10. POV. Riding in or operating a POV during Camp for any reason or at any time is strictly prohibited.

11. MISCELLANEOUS.

a. Profanity is not tolerated anytime and will be strictly enforced by the cadet and cadre chain of command.

b. Cadets will not have canvas map cases at camp.

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- c. Lights out at 2200 hours unless otherwise directed by RTO.
- d. No overnight passes will be granted during camp.
- e. Cadets are not authorized to wear Gore-Tex rain parkas and pants.
- f. Security check by cadre after lights out will be conducted jointly with fireguard.
- g. Cadets will use only the ROTC Cadet PX. Items not available may be ordered for next day delivery. A cadre member must accompany cadets needing to visit another exchange.
- h. Cadets must use the Buddy System any time they leave the Regimental Area unless under direct cadre control.
- i. Cadets will only use the Infantry Platoon TACSOP and FM 7-8 for guidance. Smart books are not allowed in garrison or on evaluation committee sites.
- j. Cadets are allowed to use large rucksacks only if issued by CIF. Regardless, those cadets with large rucksacks will be allowed to carry only the standard load as prescribed by the operations order packing list. Cadets will not use large rucksacks brought from their home stations. All cadets will be issued medium rucksacks at CIF.
- k. "Pogey bait" will not be carried nor consumed in the field.

SECTION F - REGIMENTAL OPERATIONS

CHAPTER 9

REGIMENTAL FREE TIME POLICIES/PRIVILEGES.

1. **FREE TIME.** There is limited free time for cadets during Advanced Camp. The majority of this time will occur after the evening meal. Cadets who are not involved in chain of command activities or required training will be allowed to use free time within the restrictions of this section. Time management is a cadet responsibility and they should be allowed to use their discretionary time.

2. **COMMANDERS TIME/PLATOON TAC (PTO) TIME.** The training schedule includes scheduled times that will be used for commander's time or PTO time. This time, which is left up to the discretion of cadet leaders and/or PTO is used to prepare and conduct extra training, regimental taught training or to prepare for future training. The chain of command should publicize these training requirements as early as possible.

3. **RESTRICTIONS.** Under exceptional circumstances the RTO may extend personal restrictions, including the cadet PX and phone privileges. This authority may not be delegated. The COC will be notified by the RTO prior to extending restricted privileges.

a. Regiments will control sign out procedures for cadets departing the regimental area. Although visiting is highly discouraged, cadets are required to check in with the regimental orderly room of the regiment they are visiting. Regiments may only be visited after D 7.

b. Cadet free time locations are limited to the ROTC Cadet PX, the cadet barber shop, the ROTC shirt shop and other regimental areas, as allowed by visitation rules. Visits outside these areas require special permission.

c. Cadets will not leave the Corps of Cadets area, except for training or unless accompanied by a cadre member. The boundaries of the Corps of Cadets area are defined by H Street, 17th Street, 32nd Division Road, and the cantonment area fence.

7. **Extended Passes and Emergency Leaves.** The Commandant of Cadets may grant extended passes and emergency leave, as circumstances require. Submit written requests for emergency leave in accordance with Section J, Chapter 7. RTOs will indicate what training the cadet will miss during his/her absence.

CHAPTER 10

FORMATIONS AND SCHEDULE OF CALLS

1. FORMATIONS.

a. The RTO will ensure that cadet leaders do not awaken the remainder of their units prior to first call. Discourage individual cadets from rising prior to first call.

b. Regiments will conduct formations in accordance with procedures prescribed in FM 22-5. Cadet leaders are responsible for the conduct of all formations.

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- c. Regiment cadre will attend all formations.
- 2. **NORMAL DAILY ACTIVITIES** (as defined by the Regimental Training Schedule).

Normally, first call will not occur prior to 0500 hrs and lights out will occur at 2200 hrs.

<u>ACTIVITY</u>	<u>TIME</u>
First Call	0530
Physical Training	0535
Sick Call	0600
Breakfast/Barracks Maintenance	0630
Depart for Training	0800 (depends on time/distance)
Lunch (Normally at a field site)	1200 (or depending on training)
Dinner	1715-1730 (depends on field/garrison)
Preparations for Next Day	1800-2200
Lights Out	2200

CHAPTER 11 SECURITY AND CONTROL OF CADETS' POVs

1. **ACTIONS ON ARRIVAL.** All cadet POVs will be secured in the POV lot. POV lot key is kept at the Commandant's office. Cadets will not be authorized use of their POV during Advanced Camp. The lot will be patrolled by post military police and camp duty personnel will conduct security checks.

2. RULES APPLYING TO THE CADET PARKING LOT:

- a. Owners may remove their POVs from the cadet parking lot only upon dismissal or completion of Advanced Camp with the approval of the RTO.
- b. Only the registered owner or verified custodian may remove his/her vehicle from the parking lot.
- c. Personnel from the office of the Commandant of Cadets will maintain a register of vehicles leaving and entering the parking lot.
- d. Regiments will coordinate with Commandant of Cadets office to secure vehicles.

3. KEY CONTROL.

- a. Duty Hours: During duty hours (0600-1800), the keys to the cadet parking lot will be maintained at the Commandant's office.
- b. Non-Duty Hours: Cadets arriving after duty hours may store their POV in the regimental area overnight. Coordination will be made with the COC Operations NCO

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to move the POV to the storage lot the following morning. For emergencies during non-duty hours, contact the TOC Operations NCO. The TOC will maintain an extra key and will arrange to open the cadet parking lot for emergencies only

CHAPTER 12 CADET UNIFORMS AND INSIGNIA

1. DUTY UNIFORM.

a. The duty uniform is BDU with US Army and nametapes, boots, web belt with subdued belt buckle, and BDU cap (Nametapes and cat eyes are not authorized with the BDU cap). Cadets will blouse trousers and wear a brown T-shirt.

b. Training schedules will announce the uniform for training.

c. The following uniform designators will be used in all camp training schedules:

<u>DESIGNATOR</u>	<u>EQUIPMENT</u>
B (Garrison Uniform)	BDU BDU CAP Brown T-shirt Black combat boots Notebook, pen/pencil.
C (Field Uniform)	Same as Uniform B plus: Kevlar helmet with cover and band LCE to include: 2 canteens with covers 1 canteen cup 2 ammo pouches first aid case and packet pistol belt, suspenders compass Earplugs.
PT (Physical Training uniform)	The Army Physical Fitness Uniform consisting of: T-shirt Shorts White socks Reflective belt Running shoes NOTE: RTOs will determine if the Army PT gray sweats are to be worn over the shirt/shorts. The regiment will all be in the same uniform, including cadre.
CIV	Appropriate civilian attire as determined by the RTO.

d. Wear the LCE as shown in figure F-5.

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- e. Sick Call Uniform. Only the designator B uniform is authorized for wear by cadets when reporting to sick call.
- f. BDU will be worn outside Regiment Area of Operations (AO).
- g. Cadets will wear the black combat boot with either leather or canvas uppers when wearing the BDU uniform. The green canvas "jungle boot" is not authorized.
- h. On the date for the physical exam, the PFU with sweatsuit will be worn.
- i. Cadets will wear tasteful T-shirts and shorts as a sleeping uniform in the billets.
- j. After the evening meal an alternate uniform may be designated down to shorts and a T-shirt. This uniform will be cleared through the TAC Staff and may not be worn outside the Regimental Area. It can be worn to the Chemical latrines.

2. RED MEDICAL ALERT IDENTIFICATION TAGS.

a. Cadets will be issued red medical alert identification tags during their physical examination if they have one or more of the conditions noted below. The red tags will list allergies and susceptibilities to environmental injuries. Two red tags will be issued per cadet. One tag will be worn with the personal identification tags on the long chain. The second tag will be worn on the LCE IAW figure F-5-1. The tags will be marked like the example shown in figure F-5-2. Susceptibilities include the following:

- (1) Allergies to medication.
- (2) Allergy to bee sting.
- (3) History of heat injury.
- (4) History of cold injury.

b. Cadets who are allergic to bee stings will be issued a bee sting kit by medical personnel during their physical examination at Madigan. Medical personnel will ensure the cadet is familiar with the use of the kit. In addition, the cadet's buddy or his/her squad members and his/her platoon cadre will be familiar with the use of the kits. Medics will have bee sting kits available. Regimental and committee cadre members will not be issued bee sting kits. Bee sting kits will be kept in the left cargo pocket of the BDU during all phases of training.

c. If a cadet becomes a heat or cold weather casualty during training and has not been previously identified as such, a memorandum requesting a set of red identification tags will be submitted to the COC by the regiment. The COC will coordinate with the Cadet Care Clinic and Cadet Personnel Division to prepare and issue red tags.

3. WEARING OF INSIGNIA. Cadets will not wear any collar insignia except for the accessions photo. Cadets serving in cadet leadership positions will wear brassards.

SECTION F - REGIMENTAL OPERATIONS

4. SHOULDER PATCHES AND DISTINCTIVE INSTITUTIONAL PARAPHERNALIA.

- a. Cadets may wear distinctive institutional patches and skill awards with the Army BDU. A subdued institutional patch may be worn on the right shoulder of BDUs brought from the detachment.
- b. Distinctive institutional patches will not be sewn on uniforms issued by CIF.
- c. Subdued Cadet Command shoulder patches must be sewn on BDU shirts and one field jacket brought to camp.
- d. End-of-camp commissionees will not wear left shoulder unit insignia or branch insignia unless the cadet has already been accessed into a branch and/or unit. School patches will not be worn on the Class A uniform.

5. MISCELLANEOUS.

- a. Civilian sweaters and sweatshirts are optional wear as undergarments, providing a military outer garment covers it completely and it presents a neat appearance when worn with the uniform.
- b. Cadets may wear the black, all weather coat with the Army Class A uniform. It will not be worn during field training activities.
- c. Cadets will ensure they have a clean, pressed set of BDUs with appropriate patches for the graduation ceremony.
- d. End-of-camp commissionees must have the proper Class A uniform. This includes the appropriate piping on the uniforms for officers.

CHAPTER 13

INDIVIDUAL PACKING LIST FOR RUCKSACKS AND A-BAGS.

1. GENERAL. Cadets will report for training with standardized equipment loads outlined in figure F-5-3 when there is a requirement for the ruck and/or A-Bag. There will be no deviation from the list except as noted. Additional equipment, food, or clothing items are not authorized. Regiments will ensure strict compliance by conducting a thorough pre-combat inspection prior to reporting for training.

2. RUCKSACKS.

- a. Rucksacks will be packed IAW figure F-5-4.
- b. Rucksacks are deliberately under-loaded to accommodate additional equipment to be issued at the various training sites (radios, ammunition, batteries, etc.).
- c. Flashlight will be secured to the individual's LBE as shown in figure F-5-5.

SECTION F - REGIMENTAL OPERATIONS

d. At the discretion of the RTO, the tanker roll may be used. The tanker roll consists of the sleeping mat, wool blanket or poncho liner, poncho, and shelter-half canvas (optional). The RTO can direct any reduction or elimination of the tanker roll based on weather.

3. A-BAGS.

a. A-Bags will be brought to all field sites where cadets are required to bivouac overnight IAW guidance contained in this paragraph.

b. Regimental cadre will store and secure the A-Bags until issue.

c. Only one A-Bag for every two cadets will be packed.

d. Note the difference in A-Bag configurations for Land Navigation and Squad/Platoon STX. The Land Navigation Committee intends for cadets to use their A-Bag equipment. However, during training at Squad and Platoon STX, it is at the discretion of the RTO, in conjunction with the committee chiefs, to determine if the A-Bags are required on any given night. Weather conditions will be the predominant factor in making this decision. If it is determined that A-Bags are required, the regiment will bring the A-Bags to the cadet patrol bases using its organic tactical vehicles. The following day, the regiment will secure the A-Bags from the patrol bases so that cadets can continue training.

e. Each A-Bag must be marked for quick identification. Plastic marking tags or paper toe tags are recommended. Markings should include the cadets' names, platoon, company and regiment. Coordinate with RM for tags.

CHAPTER 14 CADET COUNSELING PROCEDURES

1. GENERAL. Counseling is the single most important function performed by the Platoon TAC Officer/NCO, and must be continuous and professional. Counseling provides cadets with a critique of their performance and a developmental tool in learning their responsibilities as future officers. The TAC staff provides both formal (written) and informal (on-the-spot) corrections.

2. PROCEDURES.

a. Cadre will refer to leadership dimensions when critiquing a cadet's performance. At a minimum, cadet counseling will summarize the strongest 3 dimensions as well as the 3 dimensions most needing improvement. Specific observed actions will be used to support assessments.

b. The summary of counseling is recorded on the reverse of CC Form 156-4-R (Leadership Position Evaluation Report) for each leadership opportunity. Cadet input from CC Form 156-2-R (Cadet Self-Assessment Report) will be considered before counseling is conducted.

SECTION F - REGIMENTAL OPERATIONS

c. A record of additional counseling (e.g. APFT performance, Height/Weight, etc.) should be maintained on DA Form 4856 (General Counseling form) or similar document and kept in the cadet's regimental file. (Refer to Figures F-10 and F-11.)

3. SQUAD PEER EVALUATIONS.

a. Regiments will conduct squad peer ratings on or about D 10 during TAC officer time. Follow the format outlined in TAC Staff School. TACs will brief individual cadets on the general results of the peer rating. In addition, TACs will counsel cadets in writing regarding their individual standing in relation to their squad.

b. Refer to the Evaluation Committee if you require assistance. They can help provide you with additional details on the "how to" process. However, it is a cadre responsibility to conduct the squad peer rating.

4. END-OF-CAMP FINAL EVALUATION COUNSELING. The PTO will conduct a formal, one-on-one counseling with each cadet evaluated during camp. This counseling will cover specific areas of strengths, areas needing improvement, comments, ratings, and the final score on the CER. The PTO will provide the cadet with a signed copy of the final draft of the CER. The PTO will also maintain a copy of the form signed by the cadet acknowledging the counseling.

5. Additional information on counseling procedures is contained in the TAC Staff School Reference material. Board procedures are detailed in Section L of this SOP.

CHAPTER 15

MARGINAL/"AT RISK" CADETS, WAIVERS, BOARDS.

1. MARGINAL PERFORMERS. Marginal performers must be identified as soon as possible to afford PTOs/PTNCOs or MIRs ample opportunity to counsel and work with the cadets to improve their performance. Specifically, marginal performers can be identified as early as D 7 of camp.

a. Begin identifying "at risk" cadets by D 7. "At risk" cadets can be identified based on the following criteria: 210 points or less on the APFT, 75 points or less at Land Navigation, or 25 points or less at BRM. Additionally, cadets receiving one or more assessed "N's" in evaluated leadership positions would qualify a cadet to be "at risk."

b. Notify CTO and RTO of a cadet's marginal performance.

c. Involve the cadet's MIR as soon as possible. Refer to Figure F-12 for the MIR notification template. Submit this form to the MIR as soon as a cadet is identified as "at risk."

d. Monitor, evaluate, and coach/counsel cadets to improve their performance. Record all counseling, formal or otherwise, properly. See Figure F-10 for an example counseling record.

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e. Submit a list of regimental marginal performers to Evaluation Branch during the Mid-Camp review.

2. **WAIVERS.** Waivers must be identified as soon as possible for any cadet failing to meet the camp completion requirements for any event. Cadets can receive waivers for the following items - BRM failure, Land Navigation failure, less than 90% training completion (31.5 days training), one overall dimensional "N", or less than 770 total camp points.

a. Event waivers may be granted in the following manner:

(1) The first event failure is waived by the RTO.

(2) The second event failure must be directed to the Commandant for waiver approval, for that failure only.

(3) Three or more event failures must be directed to the Commandant for subsequent board action. They are then redirected through the Commandant to the Board Section where a board will convene. The third event failure requires a board before a waiver is granted.

b. All individuals failing to meet the minimum 770 points for camp completion will be boarded.

c. Refer to Section L - Board Actions for further information.

3. **BOARDS.** The Commandant of Cadets, as the designated representative of the Camp Commander, may recommend convening boards for reasons of moral turpitude or emotional or leadership deficiency.

a. Identify potential boards as soon as possible.

b. Further information may be found in Section L - Board Actions.

4. **ASSESSMENT.** At a minimum, all requirements and recommendations for waivers and board actions from the RTO must be accompanied by the PTOs, PTNCOs, and CTOs assessments of the cadet's performance and potential as well as a recommendation for commissioning. Cadre members are reminded that documented counseling is key to supporting any personnel action.

SECTION F - REGIMENTAL OPERATIONS

CHAPTER 16

CADRE REGIMENTAL OFFICER/NCO Duty Officer/NCO INSTRUCTIONS

1. **PURPOSE.** To provide instructions to the Regimental Duty Officer (RDO/RNCOD).
2. **SCOPE.** These instructions apply to all personnel performing duties as ROD/RNCOD.
3. **RESPONSIBILITIES.** The RDO/RNCOD directly represents the Regiment TAC Officer (RTO). He is responsible to the RTO for the performance of all duties outlined herein. The ROD/RNCOD will thoroughly familiarize himself/herself with these instructions, the regiment SOP, and all emergency telephone numbers.
4. **TOUR OF DUTY.**
 - a. The RDO/RNCOD will normally report to the Regiment Orderly Room at the end of training as per the regiments SOP.
 - b. The RSGM will brief the RDO/RNCOD on the wake-up time for both companies, any special instructions, and routing for incoming correspondence/phone calls.
 - c. RDO/RNCOD will:
 - (1) Read RDO/RNCOD instructions prior to assuming duties.
 - (2) Maintain a Daily Journal (DA Form 1594) and note all actions occurring during the tour of duty.
 - (3) Make a security check of all buildings in the regiment area. As a minimum, the RDO/RNCOD will check the regiment area at lights out (2200 hours) and once after midnight. This check will include, but not be limited to, the following:
 - (a) Adequate ventilation in all sleeping areas.
 - (b) No fire hazards, such as trash and paper, in the company areas.
 - (c) No fuel leaks in the vicinity of the furnace rooms.
 - (d) Personnel are in bed and not preparing for the next day's activities. (Report any violations in the RDO/RNCOD journal.)
 - (e) Supply room and day room doors and windows are locked.
 - (f) Public telephone and automatic coin machines in the regimental area have not been tampered with.
 - (4) Make an entry in the ROD/RNCOD journal for each security check, to include the times of all checks and the statement that the arms room is secure.

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(5) Throughout his tour of duty, the ROD/RNCOD will ensure that conservation of all utilities is strictly enforced.

(6) Remain in the regimental area during the tour of duty unless official business requires you to be elsewhere in the regimental area. The ROD/RNCOD is authorized to sleep after checks are completed, however, they must be in the regimental area and whereabouts known to cadet CQ/CQ runners.

(7) ROD/RNCOD will designate a cadet CQ and CQ runner who will be required to man the orderly room. Tours of duty for these positions will not exceed one hour.

5. **EMERGENCY AMBULANCE.** An emergency ambulance is available anytime, day or night, from MAMC (phone 911). Call the ambulance only for serious cases particularly those involving possible loss of life, limb, or eyesight emergencies. Send other medical problems to the Camp Dispensary. If 911 is dialed, the Cadet Care Clinic (CCC) will be notified ASAP.

6. **CONTROL OF SOLICITORS.** No solicitors are allowed within the regiment areas. The ROD/RNCOD, CQ or CQ Runner, or any other personnel of the unit, when discovering a solicitor in the regimental area, will escort the solicitor to the regiment orderly room and call the Camp Officer of the Day (COD) or Camp TOC. If the solicitor desires to see the RTO on unit fund business, ask the solicitor to return during duty hours.

7. SICK CALL.

a. Sick call is conducted at the Cadet Care Clinic (CCC) in accordance with the hours published in the Camp Daily Bulletin.

b. Cadets will report to sick call in the designated "B" uniform (para 12-1c) only. RTOs will ensure that additional uniform equipment be brought to the training site for cadets classified as return-to-duty.

c. Regimental cadre are responsible for ensuring cadets needing/desiring to report on sick call have the opportunity to report.

d. Regimental cadre personnel are responsible for ensuring sensitive equipment (i.e. weapons, compasses, etc.) is collected and safeguarded as appropriate for cadets reporting to sick call and/or follow-on medical care.

8. SEVERE WEATHER WARNING.

a. In the event the regiment receives a severe weather warning, record all available information on the severe weather form (see figure F-13). On receipt of the message, the ROD/RNCOD will take the following measures:

(1) Ensure that the doors and windows of the buildings within the regimental area are secure and inform all fireguards (FG).

(2) Turn off all non-essential electrical appliances.

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b. Attach the severe weather form to the ROD/RNCOD report for future reference.

c. General. Follow these guidelines during severe weather.

(1) Lightning. Have cadets drop all rucksacks, weapons, kevlar helmets, and LBE (including MILES harness). Move away from large isolated objects (e.g., trees).

(2) Hail. During a hailstorm, retain the kevlar helmet and seek cover.

(3) Flash floods. During extremely heavy rain, and when advised, move to higher ground as soon as possible. Avoid walking down dry creek beds.

9. EMERGENCIES/SERIOUS INCIDENTS.

a. The following list describes the most common types of serious incidents. This list is not all-inclusive, therefore, when in doubt, contact a cadre member, cadre on call officer, or COD.

(1) Death (cadre, cadet, or family member of the same).

(2) Rape.

(3) Serious illness or injury (cadre, cadet or family member of the same).

(4) Larceny.

(5) Attempted suicide.

(6) Member of the command detained by the Military Police or civilian authorities

(7) Fire in the area. In such an event, the ROD/RNCOD will accomplish the following:

(a) Wake occupants.

(b) Clear the barracks of all personnel.

(c) Clear personnel from adjacent barracks.

(d) Ensure assistant ROD/RNCOD has notified the fire department (phone 911), the COD and the regiment cadre, in that order.

(e) When certain the barracks are clear, the ROD/RNCOD will form the regiment by platoons in an open area adjacent to the regiment (parking area, PT area, etc.) and obtain a report from each platoon as to the disposition of their personnel.

(8) Riots.

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(9) Theft or loss of firearms, ammunition, or explosives, or attempted break-in of an arms room.

b. In the event of a serious incident and/or accident, the ROD/RNCOD must obtain all available information necessary to complete a Serious Incident Report (see figure F-14).

c. If the ROD/RNCOD receives an emergency call for a cadet, he will record all available information on the Emergency Notification Worksheet (see figure F-15) and notify the cadet. Record the notification time in the ROD/RNCOD log.

d. In the event of a serious incident, accident, or emergency, the ROD/RNCOD will notify the following personnel:

(1) RTO.

(2) RSGM.

(3) Camp TOC.

10. BOMB THREAT INSTRUCTION. (See figure F-16, Bomb Threat Report.)

a. KEEP THE CALLER TALKING, the more he says the more you can learn.

b. When the caller has communicated the threat, STAY CALM, do not manifest fear. Make a note of the DATE AND EXACT TIME OF DAY.

c. RECORD AS ACCURATELY AS POSSIBLE WHAT THE CALLER SAYS.

d. If the caller does not indicate the location of the bomb or the time of detonation, ask the caller where it is and when it is to go off. If the caller has answered any questions and is still on the line, ask him his name and try to ascertain where they are calling. Although the caller may not respond, you will never know unless you ask.

e. Inform the caller that if he has a grievance, the RTO (phone number_____) is more than willing to discuss the problem with him.

f. It may be advisable to inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.

g. Pay particular attention to any strange or peculiar background noises; such as street noises, motors running, music, television or radio programs, dishes rattling, babies crying, and any other sound which might help give a clue as to the origin of the call.

h. As soon as the caller hangs up, IMMEDIATELY NOTIFY THE RTO OR A CADRE MEMBER AND REPORT THE CALL/INCIDENT. DO NOT discuss the call with anyone else unless instructed to do otherwise by the cadre.

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- i. After notifying the RTO, the ROD/RNCOD will notify the COD/CNCOD. The COD will assume the responsibility for initiating all further actions.
- j. The cadre will evacuate the building(s) with the exception of the ROD/RNCOD who will monitor the phone. The announcement to evacuate **MUST BE MADE CALMLY**, in order for a systematic evacuation to take place. Personnel should be instructed to leave **ALL WINDOWS AND DOORS OPEN** and to proceed outside using the nearest evacuation route.

CHAPTER 17 AREA POLICE AND GRASS CUTTING PLAN

1. **GENERAL.** This chapter outlines the area police and grass cutting plan for the Fort Lewis ROTC Advanced Camp and is effective for the duration of the camp.
2. **AREA POLICE.** The office of the Commandant of Cadets (OCOC) will assign areas of responsibility for police call. The regimental areas of responsibilities will closely match the areas adjacent to assigned regimental buildings. Although The Holding Company and the cadet regiments will primarily perform area police, each staff activity is responsible for policing the area surrounding their assigned building. Accomplish a police of the entire camp area by 0730 hours, daily. Conduct additional police of assigned areas as necessary.
3. **GRASS CUTTING.** Support units will accomplish grass-cutting requirements in support of cadet regiments. Areas of responsibility for grass cutting are the same as for police call. Each COC staff activity is responsible for cutting the grass in the area surrounding their assigned building. COC Staff activities will coordinate with Logistics to obtain lawn mowers.

CHAPTER 18 PHYSICAL SECURITY

1. **PURPOSE.** This chapter prescribes Advanced Camp policies and procedures to follow for small arms, ammunition and other sensitive items.
2. **POLICIES.**
 - a. The provisions of AR 190-11, as supplemented and changed, Fourth Region Regulation 145-1, and this annex apply to the security of small arms, small arms ammunition, and sensitive items listed in AR 190-11, Appendix A. All host units will ensure that the following regulations are on file in the cadet regiment arms room and that all responsible individuals are thoroughly knowledgeable of their contents:
 - (1) AR 190-11, Physical Security Update 3 dated September 1993.
 - (2) FL Reg 190-11, dated 1 Jun 89, with Change 1.

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(3) Current Supply Update.

(4) FL Reg 700-20, Ammunition Logistical Support, dated 3 Feb. 86.

(5) FL Reg 210-4, Installations Interior Guard Duty, dated 12 Jan 87.

b. To establish a common reference point, Consolidated Storage Facility (Arms Room) is defined as that interior room, separately locked, which contains the weapons and weapons racks of several regiments. Under current camp SOP this room is the second barrier of the triple barrier security system, the first barrier is the main entrance sliding door and the third barrier is the locked weapons rack. Routine unaccompanied access to arms and ammunition storage facilities is limited to the RTO, RSGM, Regiment XO, Armorer and Assistant Armorer (See Figure F-17). It is not necessary for the Camp Officer of the Day (COD) to have accompanied access to the arms room; however, the COD will have access to the first barrier main entrance to inspect security of the arms room door and the guards. Procedures to allow access to inspecting officer (COD/CNCOD) are outlined in paragraph 5g.

c. A guard will be awake and present outside each arms room where they can maintain continuous surveillance of the interior arms room door at all times. The support unit provides the arms room guards. Televisions, beds, etc. are not allowed in the guard's place of duty. Guards may use radios at a low volume.

d. When situations arise requiring a guard armed with a firearm, an officer will brief each guard on the provisions shown in figure F-18, paragraph 4, and "USE OF DEADLY FORCE" as prescribed in HFL Reg 210-4 and AR 190-14. Under normal conditions, guards will not be armed with firearms.

e. Small arms and ammunition.

(1) All containers used within the arms room for the storage of weapons, ammunition, and component parts essential to the firing of a weapon will have the hinges and hasps welded to the container, 1/4 of the distance from the top and 1/4 of the distance from the bottom of the door. Weld all seams (top, bottom, and sides) a maximum of 8-10 inches between each weld.

(2) Secure the arms room exterior door with a high security lock. Use series 200/5200 locks to secure all containers within the arms room.

(3) Maintain an unbroken chain-of-custody for all unexpended ammunition. Appoint an officer or noncommissioned officer (NCO) of the rank of SFC or above to observe live ammunition which was issued for firing to prevent unauthorized removal from the range or training area. Upon completion of firing, and before personnel depart the range/training area, the appointed officer or NCO will conduct a physical check of personnel, equipment, and the training area to preclude the unauthorized removal of ammunition.

(4) Immediately report to appropriate command channels and Military Police any ammunition or weapon that is lost, found, or recovered (refer to paragraph 6).

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(5) Small arms (five or more) that are transported in a military vehicle and are not issued to assigned unit personnel require an armed guard when these weapons are moved.

(6) At least two personnel will accompany ammunition transported on or off the installation, including to and from ranges and training areas. They will keep the ammunition under continuous observation. One of the accompanying personnel will be armed with his assigned weapon and a minimum of five rounds of ammunition. One person must be a SSG.

(7) Military weapons and ammunition may not be transported in privately owned vehicles for any reason.

(8) During field exercises and training, pistols and revolvers issued to persons will be secured to the person by either a locally made lanyard or military issued field lanyards (AR 190-11 para 4-1b (2)).

(9) Military weapons, ammunition or pyrotechnics will not be taken into non-military concession facilities (i.e., PX, commissary, snack bar) unless for official military duties. This also applies to privately owned hunting knives attached to Load Bearing Equipment (LBE) used for field training (AR 190-11 para 2-2i).

f. When weapons are stored in a consolidated configuration in the field, control and restrict access to the area (i.e., provide an armed guard and enclose the area with concertina wire). The responsible commander must ensure that a physical count inventory is conducted each morning and each evening while in the field environment.

g. Guard procedures are shown in figure F-18. The guards will have these procedures in their possession at all times while guarding weapons (including those periods when weapons are transported to and from field locations).

h. Each regiment will appoint in writing a Physical Security Officer (SFC or above) IAW FL Reg 190-11, para 1-4. The Physical Security Officer is responsible for ensuring the arms room complies with the provisions of this chapter (see figure F-19).

i. Each regiment must have a current (within 5 years) DA Form 4604-R (Security Construction Statement) posted inside the arms room.

3. RESPONSIBILITIES.

a. **Command.** Security of small arms, ammunition and sensitive items is a command responsibility. Commanders at all levels will conduct frequent unannounced inspections to check guards to arms room during duty and non-duty hours. Commanders will appoint a Unit Physical Security Officer.

b. **Individual.** Every individual is responsible for the security of government property under his control. Each individual must be thoroughly aware of the dangers inherent in the theft, loss or misuse of such property.

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c. **Host brigade.** Host brigade will coordinate pre-occupancy check of all regimental arms rooms with Military Police Command prior to units establishing arms room.

d. **Host unit.** Each host battalion will provide two small arms ammunition boxes with a hasp and lock in which to store the primary and alternate sets of arms room keys. Host battalion S2 will inspect unit arms room prior to the start of Advanced Camp and weekly throughout the camp cycles to ensure proper security and operating practices are complied with.

4. STANDARDS.

a. **Small arms and ammunition.** Arms storage rooms will meet the minimum standards of Chapter 3, COC 5100.76-M. Provide small arms and ammunition with triple-barrier protection, including locked inner and outer doors and a locked weapons rack or ammunition container. Lock all doors with approved locking devices as prescribed in AR 190-11, para 2-8e. Secure weapons racks and containers together and to the structure of the arms storage rooms to prevent unauthorized removal.

b. **Sensitive items.** Personnel may store sensitive items in the arms room only if other secure means of storage are not reasonably available. Only RTOs may grant written authorization for storage of these items. All night vision devices and bayonets must be stored in the arms room.

c. **Night Vision Devices (NVD).** In accordance with AR 710-2, Table 2-1 and Fort Lewis Regulation 190-11 para, 1-4e and p. and 4-2 para 4-3a. NVDs are sensitive items with regard to storage, key control and inventories. Key points for NVD security are:

(1) AR 190-51 requires double barrier protection when NVDs are not in use.

(2) Key control inventories are conducted monthly in accordance with FL Reg 190-11.

(3) NVDs must be inventoried monthly and recorded on HFL Form 1891-1 IAW FL Reg 190-11.

d. **Supply Room.** Do not allow unauthorized personnel admittance to those unit Supply Rooms which contain an arms room. Unauthorized personnel (regardless of rank) who request admittance to a Supply Room may be authorized admittance by an escorting unit officer, first sergeant, or supply sergeant. Keep the number of personnel admitted at any one time to a minimum.

e. **Restricted Area posting.** Post exterior door entrances to the arms room and supply room with "RESTRICTED AREA" signs as required by AR 190-11, para 4-4 and AR 190-13, para 6-4. Use the "RESTRICTED AREA" sign described in AR 380-20. Place the signs at eye level.

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f. **Fire control symbols.** Post "No Smoking" signs inside and outside the arms room. Post the exterior with appropriate fire signs IAW AR 190-11, paragraph 4-4. Place the signs at eye level.

g. **Security of tools.** Secure all tools such as hammers, crowbars, chisels, bolt cutters, hacksaws and other similar items which must be stored in the supply room in a locked container. Do not store such items in the arms room. Secure the armorer's tool kit when not in use, with an approved padlock, i.e. 200/5200/6570/5560.

5. ADMINISTRATION.

a. **Equipment Receipt** (DA Form 3749).

(1) Each individual assigned a weapon is issued a serial numbered DA Form 3749 (Figure F-20). Additionally, each individual will be required to sign a small arms Security Individual Briefing Certificate (Figure F-21) Armorer will maintain a Master Authorization List (MAL) containing the name and unit of the individuals who will receive the issues and the serial number of the weapon they are assigned.

(2) All individuals must turn in their DA Form 3749 to receive their assigned weapon. If an individual is to be issued a sensitive item, or a weapon other than the one assigned to them, they must sign for the weapon or sensitive item on DA Form 2062.

(3) Record all issues of Arms, Ammunition and Explosives (AA&E) and sensitive items from the arms room on HFL Form 938 (Weapons/Ammunition and Sensitive Item Issue and Turn-In Register) (see figure F-22). The individual receiving the item and the armorer will legibly fill in all required spaces on the form.

(4) When AA&E and sensitive items are returned to the arms room the individual and the armorer will fill in the required spaces on the HFL Form 938. The armorer will return to the individual his equipment receipt or hand receipt.

(5) Maintain HFL Form 938 on file until all items are returned. Keep it until completion of the next monthly inventory by serial number.

(6) Upon notification that an individual is dropped from camp or recycled, identify the individual's equipment receipt by serial number and cancel it. Annotate the MAL to reflect the individual's status.

(7) Presence of a cadre member is required whenever weapons are issued or turned in. Cadets will stand outside the door of the arms room when being issued weapons.

(8) Return weapons to the arms room immediately upon completion of training unless otherwise authorized by the RTO. Lock weapons racks, unless in continuous use. The armorer will not open more than one rack at a time unless required for issue/return.

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(9) The host unit will ensure that the unit armorer signs for all weapons, ammunition, and tools (by serial number or lot number) on a hand receipt. At a minimum, host armorers should be experienced assistant armorers. Preferably, all host armorers are graduates of the Fort Lewis armorer school.

b. Ammunition.

(1) The RTO (LTC or above) will authorize in writing the storage of small arms ammunition for guard requirements (not to exceed 100 rounds of 5.56 mm and/or 50 rounds of 9mm) (Figure F-23).

(2) Secure ammunition inside the unit arms room, in a separately locked container which is constructed of 22-gauge steel (ammunition can). Securely affix this container to the facility and clearly mark it "AMMO CAN." Host units must provide the ammunition can(s) used for storage of ammunition.

(3) Control keys to ammunition containers the same as arms room keys.

(4) When removed from the arms room for guard purposes, ammunition is signed for on the HFL Form 938.

(5) When a regiment is conducting range firing, they will designate a commissioned officer or senior NCO (SFC or above) to ensure all magazines are empty before they are returned to the arms room. Prior to leaving the training area, regimental cadre will conduct an ammunition "shake-down" of all participants.

c. Inventories.

(1) Heads up physical count of all weapons and/or sensitive items will be made before leaving training areas.

(2) Immediately upon receiving weapons in the regiment, a serial number inventory will be conducted and the results recorded on HFL Form Letter 1891-1 (figure F-24). This record will be retained until the end of camp.

d. Opening and closing procedures.

(1) When the arms room is opened conduct a daily physical count inventory of all arms, ammunition, and sensitive items stored in the arms room and record the results on HFL Form 1891 (Daily Arms Room Inventory Report) (figure F-25). Indicate the disposition of all AA&E and sensitive items not physically stored in the arms room at the time of the inventory. The individual having custody of the arms room keys will sign this inventory.

(2) When the armorer is ready for the final closure of the day, an officer or NCO (SGT or above, other than the armorer) must conduct a closing inventory to ensure all AA&E and sensitive items are properly accounted for. Record this closing inventory on the same HFL Form 1891 utilized for opening the arms room and retain until the end of camp. The same individual is prohibited from conducting the closing inventory on consecutive days.

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(3) Keep completed HFL Forms 1891 on file until the end of camp.

(4) Use HFL Form 820 (Figure F-26) to record the opening and closing of the arms room. Disregard IDS system requirements. Record the date, time and initials of the person who opens/closes the arms room. Annotate an exit whenever the armorer departs the arms room and cannot maintain visual observation. Record the time and initials of the officer or noncommissioned officer (SGT or above) who ensures the arms room is properly secured at the final closure of the day. Retain this record until the end of camp.

(5) During weekends, holidays and training days when weapons are not issued, no inventory is required, provided that:

(a) The arms room is not opened.

(b) The custody of the keys to the arms room, arms racks/containers does not change.

(c) The keys to the arms room, arms racks/containers, remain secured at ROTC Camp Training Division TOC.

e. **AA&E and sensitive item inventories.**

(1) Designate an officer or NCO (SFC or above) to conduct a monthly serial numbered inventory of all weapons, ammunition, and sensitive items stored in the unit. Record the results of this inventory on HFL Form 1891-1 (Weekly Serial Number Inventory of Weapons and Ammunition/Monthly Serial Number Inventory of Sensitive Items). Conduct this monthly serial numbered inventory not less than 15 days or more than 30 days apart. Do not designate the same individual to conduct the inventory in consecutive months. Do not designate the armorer of the facility to conduct this inventory. The use of an inventory sheet with preprinted serial numbers is authorized; however, verify these serial numbers during the inventory. Retain on file in the arms room as a continuous record of completed monthly serial numbered inventories at Advanced Camp.

(2) Use the HFL Form 1891 to account for all ammunition.

(3) Inventory discrepancies. Make every attempt to resolve inventory discrepancies immediately. Report unresolved discrepancies through the chain of command to the headquarters.

f. **Key control.**

(1) Commanders will designate in writing a key/lock custodian IAW AR 190-11, para 3-8b, and FL Reg 190-11 (figure F-27). Ensure the alternate and primary arms storage facility key control custodians are a SSG or above. They are responsible for the proper custody and handling of all keys and locks. Keep a copy of the appointment on file in the regimental arms room. The key/lock custodian will ensure that:

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(a) A Key Control Register DA Form 5513-R (figure F-28) is properly used and retained until the end of camp.

(b) A key control accountability system is established IAW AR 190-11, para 3-8, and FL Reg 190-11, Chapter 4.

(c) A serial number inventory of keys and locks is conducted at least monthly and at the end of camp. Inventory records will include information contained in the key control accountability system (figure F-29). Keep all completed key inventories on file until the end of camp.

(2) The key custodian will retain the alternate key to the locks of both key boxes. Place these keys in a sealed envelope, dated and signed by the key custodian. Secure the envelope in the unit safe.

(3) Record the change of custody for arms room keys on a DA Form 5513-R; however, record the joint inventory for the change of custody for weapons, ammunition, and sensitive items on a DA Form 2062.

(4) The following additional control measures apply:

(a) At no time leave the keys unattended or unsecured.

(b) Maintain a quantity of reserve locks (not to exceed 5 percent of the operational quantity for emergencies). Secure the locks in the arms room until needed. Secure the keys with all other arms room keys.

(c) Do not remove keys to arms storage buildings, rooms, racks/containers removed from the installation.

(d) Use of master key system is prohibited. In the event of lost, misplaced or stolen keys, replace affected locks or cores to the locks immediately. Properly secure replacement or reserve locks, cores, and keys to preclude accessibility by unauthorized individuals.

g. Access.

(1) Limit routine unaccompanied access to arms and ammunition storage facilities to RTO, RSGM, regiment XO, armorer, and assistant armorer. Include names and duty positions of persons so designated in the unaccompanied access list and post inside the arms room, and provide a copy to camp headquarters. The RTO must interview the armorer and assistant armorer prior to granting them unaccompanied access. Conduct a local files check on both individuals IAW AR 190-11, para 2-12. Record results of the interview and files in writing and maintain the memo in the arms room. Appoint each armorer and assistant armorer by memo. Maintain the appointing memo in the arms room.

(2) The following will constitute the uniform camp procedures in each regiment to allow identification and access to inspecting officers (COD/CNCOD) during non-duty hours:

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(a) The COD or CNCOD will inspect each regiment arms room guard once before 2400 hours and once after 2400 hours. The Camp Daily Bulletin contains the duty roster. This published duty roster is the COD or CNCOD access through the first barrier. Each Regiment On-Call Duty Officer/NCO (Cadre OD) will verify the identity of the COD and CNCOD for that night during telephonic check-in required by Section B, Chapter 5, paragraph 2h(1).

(b) Arms room guard will admit the COD/CNCOD into the supply room after ID card verification with the access roster. The COD/CNCOD will inspect the area for security of the arms room door and general neatness and alertness of the guards. The COD will make on-the-spot corrections and note the corrections in the COD journal.

(3) Post a list of authorized Fort Lewis MPC inspectors inside the arms room. The arms room guard will also have a list available to him.

h. **Individual briefing.** Each cadet will be given a briefing on his personal responsibility for security of weapons, ammunition, sensitive items, and government property. The individual will sign a briefing certificate (HFL Form 12), in the format shown in figure F-18. To simplify the administration and maintenance of these forms, they should be retained in the unit files until the end of camp.

i. **Security of weapons during bivouac.** During bivouac, cadets will carry their weapons at all times. Ensure guards are with the weapons whenever they are stored in a consolidated configuration (two or more). Brief guards on their responsibilities IAW figure F-13. Units may take a weapons rack to the field, in which personnel, on detail, may store their weapons. Inventory weapons and ammunition twice daily.

j. **Medical emergencies while in the field.** Each weapon issued for training, operations or any other reasons will be carried on the person of the individual to whom issued at all times or it will be properly safeguarded and secured. Except during emergencies, weapons will not be entrusted to the custody of any other person except those responsible for the security of operational weapons. These persons will comply with issue and turn-in procedures. Local procedures will be established to secure and account for weapons of personnel medically evacuated during training (AR 190-11, para 4-1b(1)).

6. REPORT OF LOSS, THEFT, OR RECOVERY OF FIREARMS AND AMMUNITION.

a. Report loss, theft, and recovery of firearms and ammunition immediately to the Fort Lewis Law Enforcement Command through the Camp Training Division TOC so they can take action in accordance with AR 190-11.

b. In the event of loss, the losing unit will initiate actions IAW FL Reg 190-11. Notify the Camp Training Division TOC immediately.

7. **FIRE AND BOMB THREAT.** In the event of a fire or bomb threat during duty hours, the unit armorer will lock all racks, weapon containers, and arms room doors. He will then exit the building and guard the door from a safe distance.

8. MINIMUM GUARD REQUIREMENTS.

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- a. Each unit supporting an ROTC consolidated arms room will ensure sufficient guard personnel are made available to ensure the protection of the weapons.
- b. RHU will determine guard shift schedules. Ensure shifts are no longer than four hours.
- c. Guard requirement is 24-hours a day, seven days a week. The RHU will develop a personnel plan and coordinate with COC.
- d. During duty hours the armorer may serve as the guard. The armorer must be armed.
- e. Secure the arms room doors whenever the arms room is unoccupied.

9. PRIVATELY OWNED WEAPONS (POWs).

- a. POWs are not allowed during Advanced Camp.
- b. If a POW must be stored for emergency reasons, do so IAW FL Reg 190-11, Chapter 6.

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CHAPTER 19

HOLDING COMPANY OPERATIONS

HOLDING COMPANY DUTIES AND RESPONSIBILITIES:

1. RESPONSIBILITIES. Mission Statement: Holding Company (HC) provides billeting and dining facilities for advanced camp early arrival, medical hold, non-camp graduates, and those cadets awaiting follow-on training upon completion of advanced camp. (Note: The HC is under the control of the Office of the Commandant of Cadets).

2. ORGANIZATION.

a. Chain of Command

- (1) Camp Commander
- (2) Commandant of Cadets
- (3) Deputy Commandant of Cadets
- (4) Holding Company Commander

b. Advanced Camp TDA:

- (1) Holding Company Commander (04/03)
- (2) Holding Company Executive Officer (O1/O2)
- (3) Holding Company First Sergeant (MSG)
- (4) Holding Company Administrative Specialist (71L)
- (5) Holding Company Supply Sergeant (92Y)
- (6) 5 Reserve Forces Personnel (Must have civilian driver license, MOS immaterial. The HC receives 5 new reservists every two weeks for the duration of camp).

3. RESPONSIBILITIES. Significant duties and responsibilities:

a. Officer in Charge (OIC):

- (1) Serve as the HC Commander.
- (2) Ensure 100% accountability of all cadets in the HC.
- (3) Attend daily Camp Commander Update Meeting (0800).
- (4) Brief status of HC cadets to Camp Commander as required.

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(5) Responsible for the health, safety, and welfare of 3 NCOs (1SG, Supply Sergeant, and Administration Sergeant) and 5 Reserve personnel (CQ and Drivers) and the cadets assigned to the HC.

(6) Set policy and procedures for the cadets while in the HC.

b. First Sergeant:

(1) Serve as 1SG of the Holding Company.

(2) Supervise daily operation of the Holding Company.

(3) Maintain accountability of all personnel (Cadre and Cadets).

(4) Coordinate with Regiments, CPD, and CoC for all cadets being billeted with HC.

(5) Give HC inbrief to cadets.

(6) Ensure cadets get chow.

(7) Ensure there are sufficient supplies to operate the HC.

(8) Attend 0800 daily camp commander briefing in the OIC's absence.

c. Administration Sergeant:

(1) Serve as the Administration Noncommissioned Officer.

(2) Type daily correspondence in support of HC mission.

(3) Ensure cadets are inprocessed to the HC.

(4) Assign billets to cadets.

(5) Serve as Charge of Quarters as needed.

d. Supply Sergeant:

(1) Serve as the Supply Sergeant for the Holding Company.

(2) Responsible for the accountability of all assigned equipment.

(3) Maintain appropriate amount of supplies (to include linen) to run the HC.

(4) Issue linen to cadets.

(5) Serve as Charge of Quarters as directed.

e. Reserve Forces Personnel:

SECTION F - REGIMENTAL OPERATIONS

- (1) Serve as the Charge of Quarters and Drivers for the Holding Company.
- (2) Ensure 100% accountability of the cadets at the Holding Company
- (3) Act as the representative of the Holding Co Commander during his/her absence.
- (4) Check/clear barracks rooms.
- (5) Transport cadets (to chow, PX).
- (6) Monitor cadets assigned to the HC.
- (7) Assist admin and supply in daily duties.
- (8) Maintain dayroom and offices in a high state of police.

2. FACILITIES, SUPPLIES, AND SERVICES:

a. Facilities:

- (1) The buildings of the Holding Company consist of 1 Dayroom/Orderly Room, and 2 two-story billets. The capacity of the billets is approximately 100 personnel.
- (2) Building numbers are **(TBD)**
- (3) Two government vehicles are provided to the Holding Company in support of its mission. These vehicles are used for transporting cadets internally in camp. These vehicles are not used for transporting cadets to the airport. The HC does not have enough organic assets to support the mission of transporting cadets to the airport.

b. Supplies: Supplies are inspected will attending the pre-camp conference at Fort Lewis. The supplies are a push-package located at the F-10 warehouse. Other push packet equipment items:

- (1) 2 computers with LAN capability
- (2) 100 reflector belts
- (3) Additional 100 sets of linen
- (4) Open library account to sign-out movies

c. Services:

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(1) Class I: Dining facilities for all cadets assigned to the HC are located at the 593rd Dining Facility. When the HC is placed into operation the NCOIC will confirm hours of operation.

(2) Class II: Use government credit card issued with vehicles for fuel.

(3) Class VIII: Cadets will use the Cadet Care Clinic tent located behind building TD 1102. Cadets are transported by medical personnel to their follow-up appointments at Madigan Army Center from TD 1102. The HC will transport cadets to sick call following the breakfast meal.

3. PUBLICATIONS AND OTHER DOCUMENTS:

a. Publications:

(1) Advanced Camp SOP

(2) Applicable Fort Lewis Regulations.

b. Blank Forms:

(1) Cadet Personnel Data Sheet (filled out when the cadet inprocesses the Holding Company- See Appendix 1)

(2) DA Form 6: Duty Roster

(3) DA Form 638 (Awards)

(4) DA Form 5513-R (Key Control Log)

(5) DA Form 4986 (Personal Property Record)

(6) DA Form 31 (Request for Leave)

(7) DA Form 1594 (Daily Staff Journal)

(8) DA Form 2062 (Temporary hand receipt)

4. GENERAL

a. The HC can accommodate up to 95 cadets. For planning purposes the Graduating regiments should use a capacity of 75, as the other beds are not available because of other taskings (Early arrivals, Early departures, Temporary cadets and others). These cadets will be inprocessed, in and out briefed, billeted and fed as required.

b. Cadets that will depart from the HC prior to 0800 the day following their graduation will be under the control of the regiment. This is accomplished by assigning one regimental cadre NCOIC or OIC per 50 cadets. The cadre does not have to stay overnight, but are accountable for the cadets. They will march or transport the cadets to the dining facility, the shopette and the main PX (Regimental

SECTION F - REGIMENTAL OPERATIONS

assets required), etc.. Transportation to the airporter or directly to SEATAC is also the responsibility of the regiment.

c. The HC classifies cadets in the following way, which results in three control mechanisms.

d. All cadets that qualified to stay overnight at the HC are the responsibility of the HC OIC.

(1) **In-bound Cadet.** Early arrivals or non Advanced Camp participants being PMId prior to departure to Air Assault, Airborne or Northern Warfare training (typically MS I, II and Vs). The Early arrival cadets are under the control of CPD for inprocessing, however the HC will maintain these cadets until their regiment is operational. CPD will provide transportation and administrative control of the cadets while they in-process the cadets. The HC will feed the cadets once they are returned to the HC. However the HC feeds cadets at the 593d dinning facility, so that limits our feeding times to those the 593d supports. All non-Advanced Camp Cadets arriving at the HC to be PMId prior to attending military schools will also be fed and billeted at the HC. Transportation and processing will be accomplished by CPD's follow on training personnel. If this requires CPD personnel to collocate with the HC temporary assets can be coordinated through the HC 1SG. The number, sex, arrival and departure information regarding these cadets must be provided to the HC 1SG NLT 4 days prior to the first cadet arriving.

(2) **Temporary Cadet.** Cadets unable to stay at the regimental area while recuperating from an illness or injury will be accepted by the HC. Coordination can be made directly with the HC 1SG. The Regiment must verbally notify the CoC office of the cadet's disposition and expected duration of stay in the HC. The COC will give VOCO approval prior to moving the cadet to HC control. The regiment is responsible for transporting the cadet to the HC and then back to the regiment once the cadet is returned to regimental control. The HC will transport the cadet to the dinning facility and to the Cadet Care Clinic. The CCC or the Regiment as appropriate must provide all other transportation support. This is the only type of cadet that the HC will coordinate directly with the regiments.

(3) **Out-bound Cadet.** Cadets departing Advanced Camp as the result of graduation board actions or family emergencies are received by the HC through the COC or CPD. These cadets will be in-processed, briefed, billeted and fed while they remain at the HC. Transportation to the HC will be provided by CPD, TOC and if necessary the HC. CPD will transport all cadets requiring follow-up appointments during outprocessing. The HC will provide shuttle services to the Main PX and the North Fort Shopette once a day. The transportation personnel or the HC will provide transportation to the airporter. The first course of action will be to utilize the airporter, failing that, the cadets (10 or less at once) will be moved by the HC to the Airport (SEATAC).

(4) Cadets not falling into one of these three categories will be handled on a case by case basis.

SECTION F - REGIMENTAL OPERATIONS

(5) The majority of out-bound cadets will be identified by the regiments during the D 28 and D 33 briefings. The regiments will provide a separate feeder report to the Camp Mess Chief at these briefings for the cadets staying at the holding company.

5. RESPONSIBILITIES

- a. Holding Company. Provide care and supervision of cadets in the holding company.
- b. Resource Management. Coordinate transportation to SeaTac Airport, cadet meals, and building closeout dates.
- c. Regiments. Comply with procedures outlined in paragraph 3 below.
- d. Cadet Personnel Division. Clear and transfer cadets to the holding company. Coordinate airline tickets for cadets. CPD-Travel provides the regiment a departure roster NLT D 32.
- e. Commandant of Cadets. Approve movement of cadets to the holding company.

6. PROCEDURES.

- a. Regiments will notify the HC OIC or NCOIC (1SG) not less than 3 days prior to the graduation ceremony of number and type of cadets that will be staying at the HC. The regiments will have briefed their plan for transfer of cadets at the D 28 brief. This requirement is to establish final coordination and to refine the make-up of the cadets coming to the HC. The male/female composition becomes critical when the numbers approach 70 cadets from the regiment. The cadets will be listed by name, destination and airline departure times on a listing that the regiments will provide to the HC prior to delivering the cadets.
- b. Regiments will transfer cadets to the HC after they have completed the CPD outprocessing and airline tickets have been cut.
- c. Transportation and feeding will be prearranged by the regiment prior to arrival at the HC.
- d. Boarded cadets departing Advanced Camp will be received by the HC after they have been out-processed by CPD and received clearance to depart from the Commandant of Cadets. The COC and CPD are the only agencies authorized to transfer boarded cadets to the HC. This includes APFT failures, medically disqualified, conduct, and performance boarded cadets. Essentially cadets being sent home as the result of a board action must be cleared through CPD and the COC before the HC can accept them. Exception to this procedure (late afternoon actions that do not have adequate time to clear or be issued tickets) will be made at the discretion of the COC.
- e. Temporary cadets will be accepted by the holding company directly from the regiments under the following conditions. The regiment has completed all the necessary initial medical treatment through the Cadet Care Clinic. The regiment is

SECTION F - REGIMENTAL OPERATIONS

unable to provide positive control and or the environment best suited for the cadet's recovery and return to training. The regiment has a plan for the cadets return to the regiment and a decision date for this move. Typically these cadets have colds, flu, sprained ankles, poison ivy and the like. Occasionally these cadets will have to appear before performance, conduct or medical boards for a ruling. In the event the cadet is boarded the HC will provide transportation to the board. All medical appointments and treatments will be the responsibility of the regiments.

f. Non-Advanced Camp cadets coming to FT Lewis and the HC for staging before attending military training will moved by CPD to the HC during and after CPD inprocessing. Transportation and PRI of the cadets through the CPD inprocessing and upon departure for training is the responsibility of the follow-on training personnel at CPD. The HC will billet and feed these cadets (usually MS Is/IIs) together. CPD's follow on training will provide a best guess estimate of the number and arrival and departure dates to the HC OIC and 1SG at least 3 days prior to the arrival of the first cadet. These cadets will be handled as In-bound Cadet with CPD as the receiving unit (instead of a regiment).

g. The same barracks integration policies will be maintained in Holding Company billets.

h. The regiment must turn in cadet Government Travel Request (GTR) to the HC Administrative NCO for safekeeping upon arrival. During their stay with HC, cadets leaving the company area must have an approved pass as outlined below:

(1) Off-post pass requests. The following sequence will be followed when applying for an off-post pass. Only cadets who have graduated may apply for such a pass.

(2) The regiment will collect all off-post pass requests NLT D 32 or prior to the cadet's interview with CPD, whichever is sooner. A memorandum is prepared, following the format set in Figure F-6. A sample DA Form 31 (Request and Authority for Leave) is found in Figure F-7.

(3) The prepared memo is routed through CPD (where flight times are filled in during the cadet interview) to the Commandant of Cadets on D 33. The Commandant will approve or disapprove requests as noted in the "Remarks" column, to include the reporting time and location (Regt, HC or SeaTac) for the cadet to make his/her flight. When the memo has been approved or disapproved by the Commandant, it is redirected to the regiment where is originated. A copy is provided to the Holding Company and used as the primary pass document.

(4) Cadets with approved passes leaving before 1500 hrs on the day of graduation will be handled by the regiment. All cadets leaving after 1500 hrs. on graduation day will be handled by HC. The holdover cadets' DA Form 31 is turned over to the HC 1SG on D 34. Regiments need to inform their cadets who are holdovers to inform their relatives that they will not be released on pass until after 1330 hrs. on D 35. HC has administrative functions to include rules and safety briefings.

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(5) The HC OIC, Executive Officer, and 1SG are the only personnel authorized to process and release cadets on the DA Form 31. The cadet and family member(s) are briefed as stated in block 17 for reporting time and location.

CHAPTER 20 LIAISON OPERATIONS

1. GENERAL.

a. Region Commander appoint liaison officers to ROTC Advanced Camp to serve as their direct representatives. The Region provides the LNO with a staff to execute their duties. The Region LNO works under the general supervision of the Camp Commandant, but is responsible to the Region commander for overall performance of his/her duties.

b. The actual duties and responsibilities of the LNO will reflect the requirements of the Region Commander and staff, in addition to the requirements of this SOP.

c. Each Battalion Commander/PMS appoints a Military Institutional Representative (MIR) to represent them at Advanced Camp. The MIR is normally the senior cadre member at Advanced Camp; exceptions are made when another cadre member is in a better position to respond to camp and cadet requirements. MIR responsibilities are an additional duty for an officer or noncommissioned officer while at Advanced Camp. MIRs execute their duties under the general supervision of the Region LNO.

2. RESPONSIBILITIES.

a. Liaison Team.

(1) Liaison Office.

(a) Act as Region Commander's personal representative at Advanced Camp.

(b) Serve as an integral staff member for the Commandant of Cadets.

(c) Represent the Region Commander during all medical, performance, and disciplinary boards as necessary.

(d) Coordinate closely with Cadet Personnel, Medical LNO, CTLT/CPDT Officer, Personnel and Admin Officer, Evaluations Chief, and Regimental TAC Officers (RTO) on matters affecting Region cadets' status and training.

(e) Monitor the status of Region cadets during camp and keep the Region Commander, Brigade Commanders, and Battalion Commanders informed on performance, trends and other issues as necessary.

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(f) Represent Region commander in meetings and discussions on camp training; monitor training and provide feedback to region, brigade and battalion commanders.

(g) Coordinate changes to Cadet Professional development training (CPDT) opportunities for cadets from respective regions as required.

(2) **Deputy Liaison Officer.**

(a) Perform duties of Region LNO in his/her absence.

(b) Supervise daily operations of the LNO cell.

(c) Responsible for preparation and accuracy of all reports, records and communications.

(d) Maintain lessons learned and prepare cell AAR.

(e) Establish a contact roster of Military Institutional Representatives from each university within the respective region.

(f) Establish a primary and alternate POC list during duty and non-duty hours for personnel located back at each university within the respective region.

(3) **Senior Liaison Noncommissioned Officer.**

(a) Assists the LNO and Deputy LNO in the execution of their duties, in particular, focus on training and standards.

(b) Act as LNO Cell representative to Commandant SGM and Camp CSM as necessary.

(c) Supervise establishment, organization, maintenance and police of LNO Cell.

(d) Ensure 100% accountability of LNO Cell equipment and property.

(e) Requisition and receive supplies for the LNO Cell.

(f) Manage Region LNO Cell personnel.

(4) **Admin NCO.**

(a) Prepare reports in accordance with LNO/Deputy LNO guidance.

(b) Maintain cell records as required.

(c) Pick up and drop off distribution twice daily.

(d) Serve as cell mail clerk.

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(e) Monitor email and other communications to ensure important communications are brought to attention of LNO immediately.

(f) Maintain Cell duty log.

(g) Assist LNO, Deputy LNO and NCOIC as required.

b. Military Institutional Representatives (MIR):

(1) Serve as personal representative of Battalion Commander at Advanced Camp.

(2) Should be senior cadre member from battalion, unless senior member is not available to cadets.

(3) Process in through LNO upon arrival and provide contact information for both during and after duty hours.

(4) Check distribution in LNO office daily.

(5) Monitor closely progress of school cadets through APFT, to ensure availability for counseling should a cadet fail physical, height/weight or APFT.

(6) Monitor progress of cadets after APFT by requesting and reviewing progress reports at LNO office, and by infrequent visits to cadets in regiments.

(7) Attend all medical, performance and disciplinary boards, and attend exit counseling with Commandant of Cadets for cadets who are released from camp.

(8) Counsel cadets as required when notified of substandard performance.

(9) Participate in selected portions of Educator Visit (Welcome Social, banquet) when his/her school has a participating educator. Serve as coordinator for final educator travel and visit arrangements. Class A (green) uniform required at the Educator Visit banquet.

3. ORGANIZATION AND EQUIPMENT.

a. Supplies. A list of common supplies to be on hand is included as Figure M-2.

b. Publications. No publications, other than this SOP, will be provided at camp. It is recommended that LNOs bring the following references:

(1) FM 22-100, Army Leadership.

(2) FM 21-20, Physical Fitness Training.

(3) FM 7-8, Infantry Rifle Platoon and Squad.

(4) CC Regs, Pams and Circulars on Training, Advanced and Basic Camps, and CTLT/CPDT and follow on training.

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4. PRE-CAMP PREPARATION AND COORDINATION.

- a. Prior to start of camp LNO should do the following pre-camp coordination:
 - (1) Read Camp SOP and previous year's AAR from LNO cell.
 - (2) Office calls with Region Commander, Chief of Staff and G3.
 - (3) Obtain email address for each university and on duty/off duty contact information for each PMS.
 - (4) Establish contact with Commandant of Cadets and coordinate arrival and camp details.
 - (5) Establish contact with each member for LNO team and ensure each member is prepared for camp, has a copy of the SOP, and that there are no travel glitches.
- b. Immediately upon arrival at camp LNO should:
 - (1) Office calls with Commandant of Cadets (CoC), Deputy CoC and Chief of Staff
 - (2) Meet with LNO team and provide guidance on cell organization.
 - (3) Office calls with 1st RTO and with Chiefs, Evaluation, Personnel, and Personnel & Admin.
 - (4) Attend as much of TAC Staff School as possible, but particularly opening sessions with CC Deputy Commanding General, Camp Commander, Camp CSM, and Commandant of Cadets.
- c. As camp begins, LNO should conduct an office call with each arriving RTO.

5. PROCEDURES.

- a. REPORTS.
 - (1) Forward Daily Commander's Update from the TOC to Region Headquarters if required.
 - (2) Send Region specific reports to Region Headquarters as required.
- b. MEDICAL BOARDS.
 - (1) Contact the MIR and inform him/her of the board, date, time, place, and request his/her presence.
 - (2) Email the university and inform of the board.

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(3) Place a copy of the spreadsheet that comes from the medical board's office in the MIR box.

(4) If the cadet is sent home, email the school.

(5) Email the school with flight arrival information.

(6) Report information to Region Headquarters as required on applicable reports.

c. DISCIPLINARY BOARDS.

(1) Contact the MIR and inform him/her of the disciplinary incident.

(2) Email the university and inform of the board.

(3) Obtain relevant records from the MIR, PMS and other sources.

(4) Notify MIR of review board location, date, time, uniform and other requirements peculiar to the situation.

(5) Provide University cadre access to all evidence surrounding the case.

(6) Assemble a continuity file consisting of:

(a) Relevant records from the University Cadre

(b) Relevant records from the Camp Committee

(c) Counseling records from the TACOFF/TACNCO

(d) Cadet action sheets

(7) Represent the cadet as counsel unless cadet desires a civilian lawyer at the cadet's expense.

(8) If the cadet is sent home, email the school.

(9) Email the school with flight arrival information.

(10) Report information to Region Headquarters as required on applicable reports.

d. VOLUNTARY RELEASE FROM CAMP.

(1) Contact the MIR and inform him/her of the voluntary release request.

(2) Email the university and inform of the cadet's request.

(3) Follow up with necessary counseling.

SECTION F - REGIMENTAL OPERATIONS

(4) If the cadet is sent home, then email the school.

(5) Email the school with flight arrival information.

(6) Report information to Region Headquarters as required on applicable reports.

e. APFT FAILURES.

(1) For first time failures:

(a) Contact the MIR and inform of the failure and date of retest.

(b) Place the spreadsheet that will come by email from the CoC's office into the MIR box.

(c) Email and telephonically inform the university of the cadet's failure and date of retest.

(2) For two time failures:

(a) Contact the MIR and inform the MIR to come to the counseling with the deputy COC.

(b) Email the university and inform of the failure.

(c) Email the university the flight arrival information of the cadet.

(d) Place a copy of the two-time failure report from the CoC's office into the MIR box.

(e) Report information to Region Headquarters as required on applicable reports.

f. HEIGHT/WEIGHT FAILURES.

(1) For first time failures:

(a) Contact the MIR and inform of the failure and date of retest.

(b) Place the spreadsheet that will come by email from the CoC's office into the MIR box.

(c) Email the university and inform of the failure and date of retest.

(2) For two time failures:

(a) Contact the MIR and inform the MIR to come to the counseling with the deputy COC.

(b) Email the university and inform of the failure.

SECTION F - REGIMENTAL OPERATIONS

(c) Email the university the flight arrival information of the cadet.

(d) Place a copy of the two-time failure report from the CoC's office into the MIR box.

(e) Report information to Region Headquarters as required on applicable reports.

g. **CADET NO SHOWS.**

(1) Contact university to find out if the cadet is a legitimate no show or if the cadet was dropped prior to camp.

(2) Contact cadet personnel with classification (drop or no show).

(3) Report information to Region Headquarters as required on applicable reports.

h. **PRECAMP DROPS.**

(1) Call in drop to cadet personnel.

(2) Report information to Region Headquarters as required on applicable reports.

i. **CTLT/CPDT AND FOLLOW ON TRAINING.**

(1) Notify PMS of any change of CTLT/CPDT status.

(2) Get PMS approval before dropping a cadet from CTLT/CPDT.

j. **MARGINAL PERFORMANCE.**

(1) Contact the MIR and inform him/her of the marginal performance.

(2) Email the university and inform of the board.

(3) Obtain relevant records from the MIR, PMS and other sources.

(4) Notify MIR of review board location, date, time, uniform and other requirements peculiar to the situation.

(5) Provide University cadre access to all evidence surrounding the case.

(6) Assemble a continuity file consisting of:

(a) Relevant records from the University Cadre

(b) Relevant records from the Camp Committee

SECTION F - REGIMENTAL OPERATIONS

(c) Counseling records from the TACOFF/TACNCO

(d) Cadet action sheets

(7) Represent the cadet as counsel unless cadet desires a civilian lawyer at the cadet's expense.

(8) If the cadet is sent home, email the school.

(9) Email the school with flight arrival information.

(10) Report information to Region Headquarters as required on applicable reports

6. Administrative Support.

a. Site Set-up. Fourth Region HQ personnel will set up the Camp LNO Cell. This includes office furniture placement, signing for the building, office supply pick-up, coordinating with IMO for computer, copier and phone installation and sub-hand receipt generation.

b. Phone and Pager Support. The LNO Cell requires eight phone lines: two per Region LNO Section, one admin tech / British LNO line, and one MIR line. Phone lines will support DSN, commercial long distance and installation calls. Each LNO has the option of signing for a pager for the camp's duration.

c. Computer Support. The LNO Cell requires six computers, two per section. The Region LNO sections will also share a laser printer.

d. Copier and Fax Support. The three LNO Sections will share a single fax and a high-speed copier with the Office of the Commandant of Cadets.

7. Vehicle Support Requirements. Fourth Region HQ permanent party will sign for LNO Cell vehicles prior to the arrival of the other sections' personnel. Each LNO Section will sign for their vehicles from Fourth Region and assume responsibility for maintenance and vehicle dispatch.

SECTION F - REGIMENTAL OPERATIONS

8. Battle Drills:

BATTLE DRILL 1: MEDICAL BOARD

- ☐ Notify the MIR when and where the medical review board will convene
- ☐ Talk w/ MIR to obtain information on the Cadet's condition and potential
- ☐ Obtain and consolidate PMS comments on cadet potential if possible
- ☐ Counsel cadet on board procedures and obtain information on cadet desires concerning the Army
- ☐ Inform Board President of key information relating to the cadet and his or her condition(s)
- ☐ Represent the cadet in the absence of the MIR
- ☐ Inform University and MIR of review board results

BATTLE DRILL 2: APFT FAILURE

- ☐ Obtain the official APFT results memo from the Commandant of Cadets
- ☐ Notify Cadet's MIR and PMS
- ☐ Inform MIR and University of retest results
- ☐ Counsel 2 x APFT failures prior to their meeting with the Deputy Commandant
- ☐ Attend the Deputy Commandant meeting dismissing the cadet from camp

BATTLE DRILL 3: LAND NAV FAILURES

- ☐ Obtain the official Land Navigation results memo from the Commandant of Cadets
- ☐ Notify Cadet's MIR and PMS
- ☐ Inform Cadet's MIR and PMS of final status

BATTLE DRILL 4: LEADERSHIP PROBLEMS

- ☐ Notify Cadet's MIR and PMS

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BATTLE DRILL 5: VOLUNTARY WITHDRAWALS

- ☐ Notify Cadet's MIR and PMS
- ☐ Ensure Cadet understands the consequences of withdrawal
- ☐ Ensure Cadet receives counseling from his/her University Cadre
- ☐ Inform University cadre of approving authority's decision
- ☐ Initiate or update the cadet's Action Sheet

BATTLE DRILL 6: BASIC RIFLE MARKSMANSHIP FAILURES

- ☐ Notify Cadet's MIR and PMS

BATTLE DRILL 7: ATTEND PERFORMANCE REVIEW / DISCIPLINE BOARD

- ☐ Obtain relevant records from the MIR and PMS
- ☐ Obtain relevant records from the relevant Camp Committee
- ☐ Notify MIR of review board location, date, time, uniform and other requirements peculiar to the situation
- ☐ Provide University cadre access to all evidence surrounding the case
- ☐ Assemble a continuity file consisting of:
 - Relevant records from the University Cadre
 - Relevant records from the Camp Committee
 - Counseling records from the TACO/TACNCO
 - Medical data as necessary
 - Cadet Action Sheets

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PLACEMENT OF IDENTIFICATION TAPES

Use black marker on six-inch pieces of one-inch masking tape to mark beds, wall lockers and footlockers with cadet's name as indicated below.

- a. Head of top bunks will face the aisle.
- b. Dust covers will come to the 11th mattress spring.
- c. The inside of wall and footlockers are not normally inspected. This is left up to the regiment and there is no set layout.

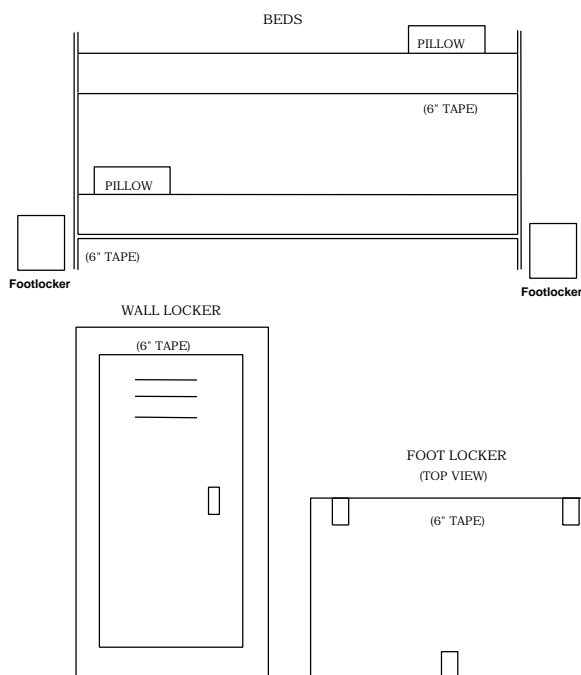


FIGURE F-1

SECTION F - REGIMENTAL OPERATIONS

BEDDING INSPECTION DISPLAY

1. The following display will be used for all formal inspections. At all other times the bed will be neatly made with dust cover (extra blanket) uniformly placed over the pillow.
2. All sheets and blankets will be the same length and width. All edges and folds will be even. They will be displayed stacked at the pillow end of the bed alternating blanket, sheet, blanket, and sheet. The pillowcase will be wrapped around the blankets and sheets facing the foot of the bed. The pillow will be neatly placed on top.
3. The towel will be draped over the top rung at the foot of each cadet's bed with the wash cloth neatly placed on top of the towel.
4. Laundry bags will be displayed. If they are empty, then fold them over the top rung at the pillow end of the bed for each cadet. If they contain laundry, then uniformly tie them to the top rung at the pillow end of the bed for each cadet.
5. Shoes and boots will be uniformly displayed under the pillow end of the bed for each cadet starting from the leg with the toes facing the aisle in the following order: (1) one pair of boots, (2) one pair service shoes, (3) one pair civilian shoes, (4) one pair running shoes, and (5) one pair slippers/shower shoes. Excess shoes and boots will be placed in the bottom of the wall locker. .

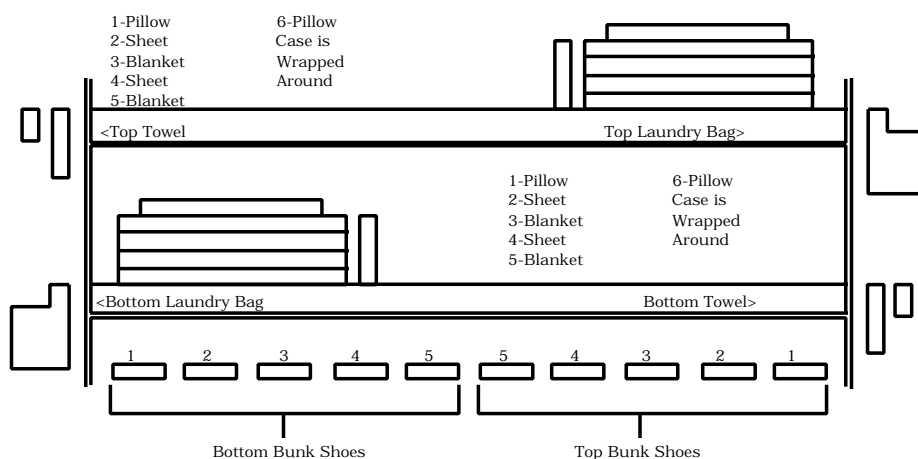


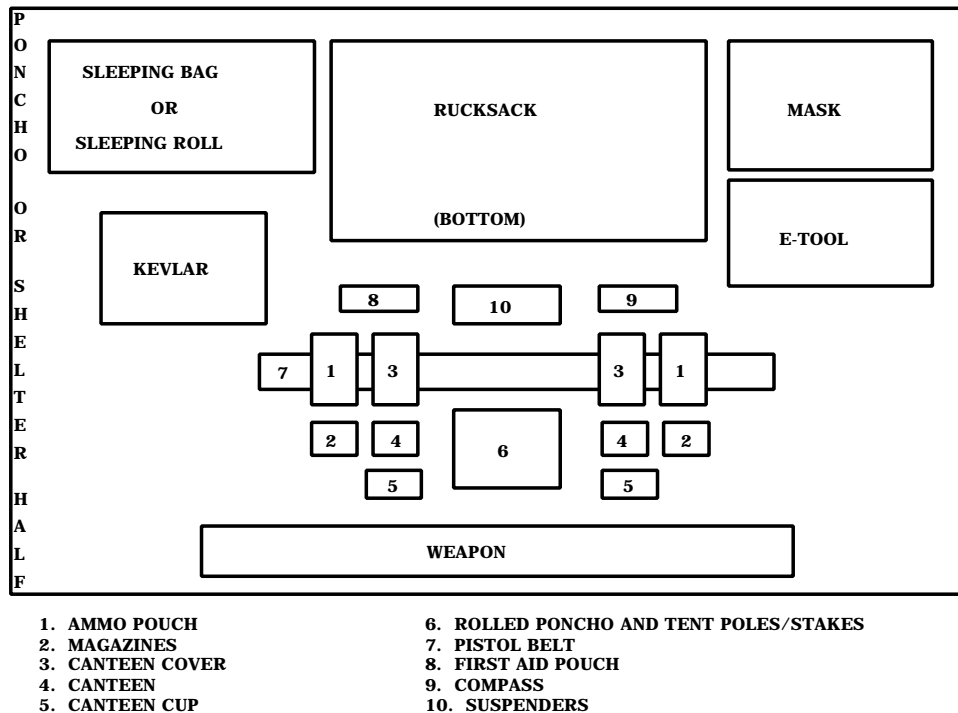
FIGURE F-2

SECTION F - REGIMENTAL OPERATIONS

FIELD EQUIPMENT LAYOUT (TA-50)

1. The layout depicted will be used for equipment inspections in both garrison and bivouac situations. In garrison the layout will be conducted in either squad or platoon formations using a modified open ranks configuration. During bivouacs the layout will be placed at the opening of each buddy team pup tent.
2. In garrison the shelter half will be used as ground cover with all equipment laid out on top, the poles/stakes and poncho will be laid out as indicated. During bivouacs the poncho will be used as ground cover with all equipment laid out on top, minus the shelter half which is erected.

Cadet's Position Facing Inspector or Opening of Pup Tent



Note: Ensure uniformity of the displays within the unit being inspected. Everything should be lined up. PTO/PTNCO may request additional items to be displayed. Unless requested all other equipment and meals should be in the rucksack. PTO/PTNCO should designate whether the weapon should be assembled or disassembled.

FIGURE F-3

SECTION F - REGIMENTAL OPERATIONS

Daily Leadership Position and Detail Roster

DEPARTMENT OF THE ARMY
_____ Platoon, Company _____
Fort Lewis ROTC Advanced Camp
Fort Lewis, Washington 98433-7200

(DATE)

LEADERSHIP ROTATION ROSTER*

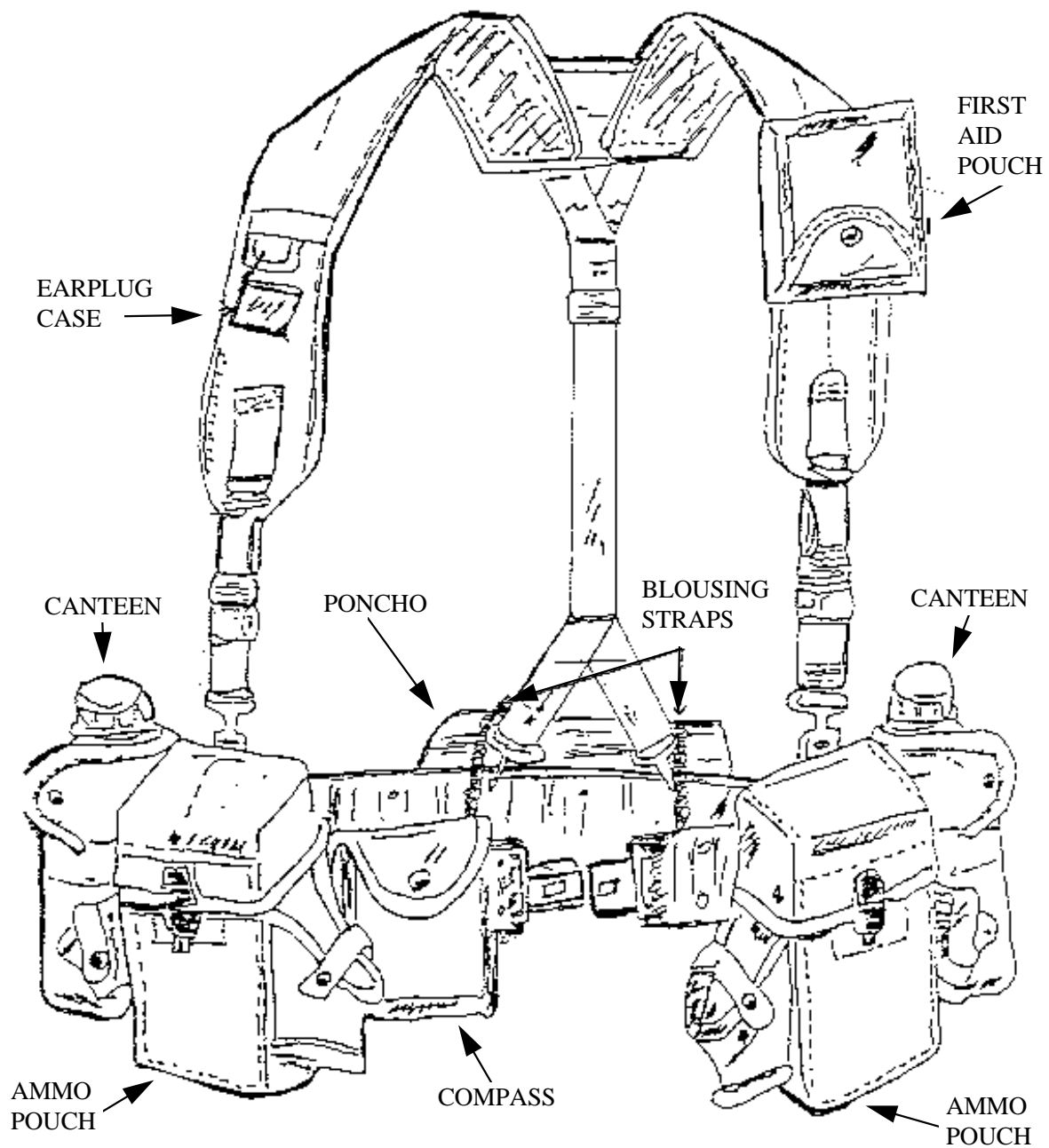
	MON	TUES	WED	THUR	FRI	SAT	SUN
CO							
XO							
1SG							
GB#							
PL							
PSG							
1SL							
2SL							
3SL							
4SL							

* Cadets will be briefed by the cadre platoon TAC officer the evening prior to assuming a leadership position.

Guidon Bearer - Not an evaluated position.

FIGURE F-4

SECTION F - REGIMENTAL OPERATIONS



**LCE DIAGRAM
FIGURE F-5**

SECTION F - REGIMENTAL OPERATIONS

NOTES ON UNIFORM

1. Knives, gloves, 550 cord and snap links will not be placed on LCE.
2. If METT-T requires other equipment to be placed on LCE it will be uniform for the whole regiment. Examples would be bayonets, flashlights, pace cords, etc.
3. The Kevlar helmet will be complete with camouflage cover and elastic band with last name of cadet printed on it centered in front of helmet. Cadre will wear subdued rank on helmet cover.
4. The Kevlar helmet will be worn with MILES equipment during Platoon STX.
5. Cadre will be in the same uniform as the cadets. Uniform is specified in the training schedule.

Safety Tag SOP

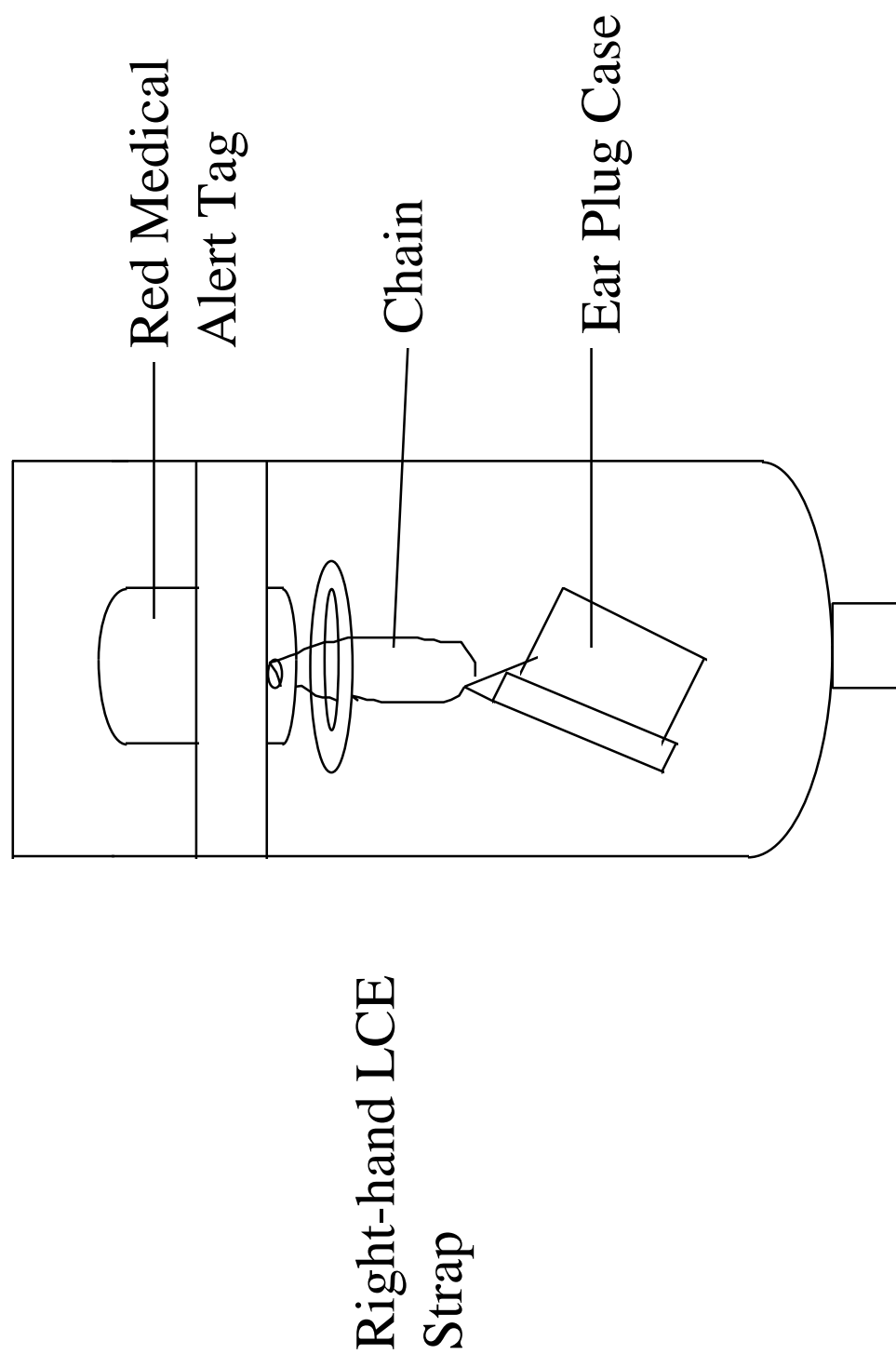


Figure F-5-1

Red (Medical Alert) ID Tags

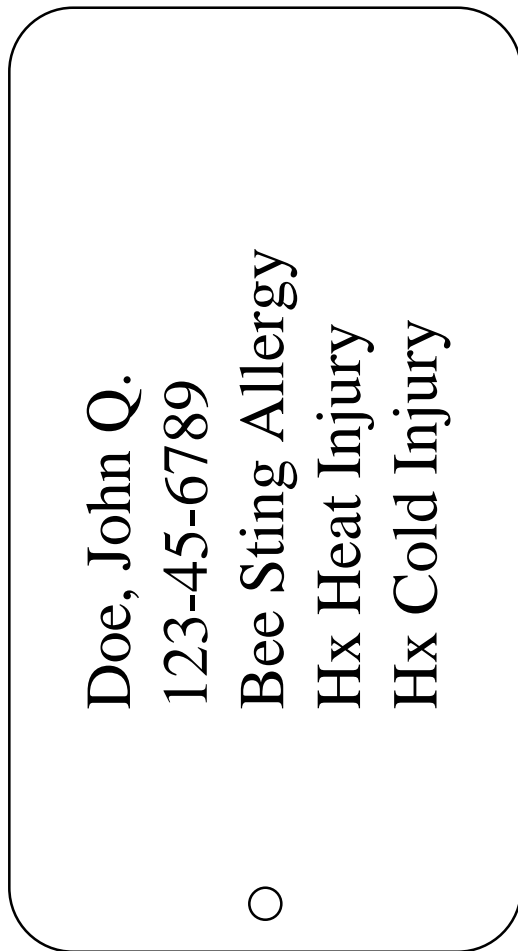


Figure F-5-2

SECTION F - REGIMENTAL OPERATIONS

ROTC ADVANCED CAMP STANDARDIZED PACKING LIST

WORN:

BDU (COMPLETE)
HELMET, KEVLAR
ID TAGS
LCE, TO INCLUDE: CANTEEN CUP
FIRST-AID CASE
FLASHLIGHT WITH RED LENS (ONLY FOR LAND NAV, SQD, PLT STX)
LENSATIC COMPASS WITH CASE
TWO AMMO POUCHES WITH 6 MAGAZINES
TWO CANTEENS WITH COVERS
M-16 RIFLE WITH BLANK ADAPTER (NOT REQUIRED FOR LAND NAV)
MAP AND PROTRACTOR
NOTEBOOK WITH PENCIL
RIFLE CLEANING KIT (NOT REQUIRED FOR LAND NAV)

CARRIED IN RUCKSACK: See Note 4.

BAG, WATERPROOF	MRE'S (2)
CAMO STICK	PERSONAL HYGIENE KIT
CAP, BDU	PONCHO
CHAPSTICK	PONCHO LINER
ENTRENCHING TOOL WITH CARRIER	SOCKS (10 PR)
FM 7-8	TERRAIN MODEL KIT
FOOT POWDER	TROUSERS, BDU
GLOVE, LEATHER, BLACK	TROUSERS, RAIN
GLOVE, WOOL INSERT	UNDERSHIRTS, BROWN (5)
INSECT REPELLANT	UNDERWEAR (5)
JACKET, BDU	ZIP-LOCK BAGS (5)
JACKET, RAIN	550 CORD (50 FT)
SNIVEL SHIRT (Field Jacket Liner, Sweater, or Polypropylene TBD)	

A-BAG: (2 CADETS PER B) LAND NAV: (See Note 2)

BAG, SLEEPING (1 EA CDT)
BOOTS, COMBAT, BLACK (1 PR EA CDT)
JACKET, BDU (2 SETS EA CDT)
MAT, SLEEPING (1 EA CDT)(See Note 3)
TROUSERS, BDU (2 SETS EA CDT)
SHELTER HALF (1 EA CDT)
POLES (3 EA CDT)
ROPES (2 EA CDT)
STAKES (5 EA CDT)
COAT, COLD WEATHER BDU (See Note 1)

SQD/PLT STX:

BAG, SLEEPING (1 EA CDT)
BOOTS, COMBAT, BLACK (1 PR EA CDT)
JACKET, BDU (2 SETS EA CDT)
MAT, SLEEPING (1 EA CDT)(See Note 3)
TROUSERS, BDU (2 SETS EA CDT)
COAT, COLD WEATHER BDU (See Note 1)

Note 1: It is at the discretion of the RTO to substitute the Cold Weather BDU coat with the wool blanket. If the RTO decides to do so, the Cold Weather BDU Coat will be carried in the A-bag and the entire regiment will do likewise.

Note 2: In instances where two cadets have the extreme cold weather sleeping bags, all of the equipment may not fit in the A-bag. Under these circumstances, each cadet may use a separate A-bag.

Figure F-5-3

SECTION F - REGIMENTAL OPERATIONS

Note 3: It is at the discretion of the RTO to allow the sleeping mat to be carried on the ruck in lieu of the A-Bag. If the RTO decides to do so, the sleeping mat is carried on the top of the ruck and secured with the ruck tightening straps and the entire regiment will do likewise.

Note 4: If tanker roll is used it may include sleeping mat, wool blanket, or poncho liner, poncho, and shelter-half (optional). The RTO may direct any reduction of the tanker roll items based on weather.

Figure F-5-3 (Cont.)

SECTION F - REGIMENTAL OPERATIONS

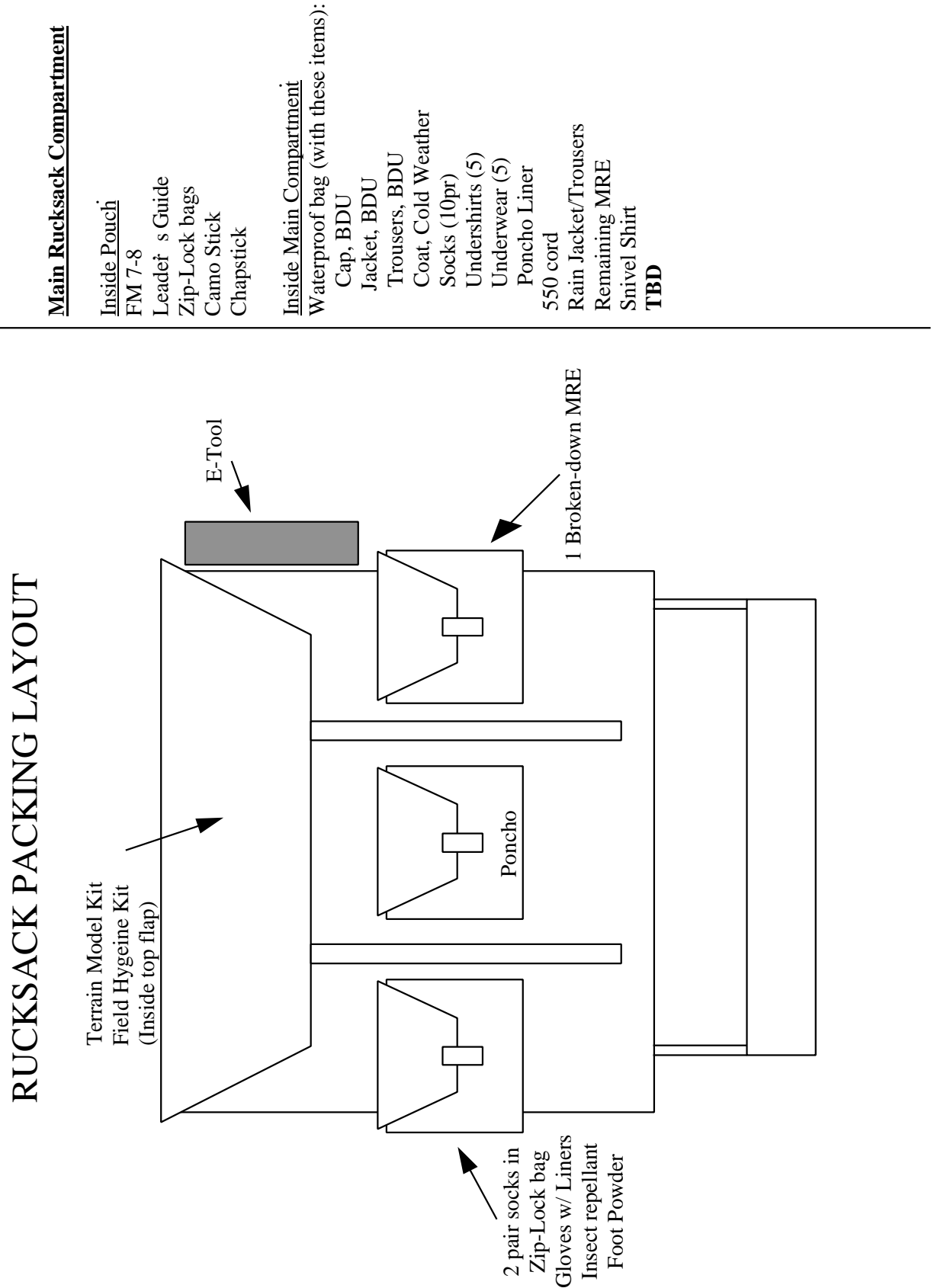


Figure F-5-4

Left-side Ammo Pouch

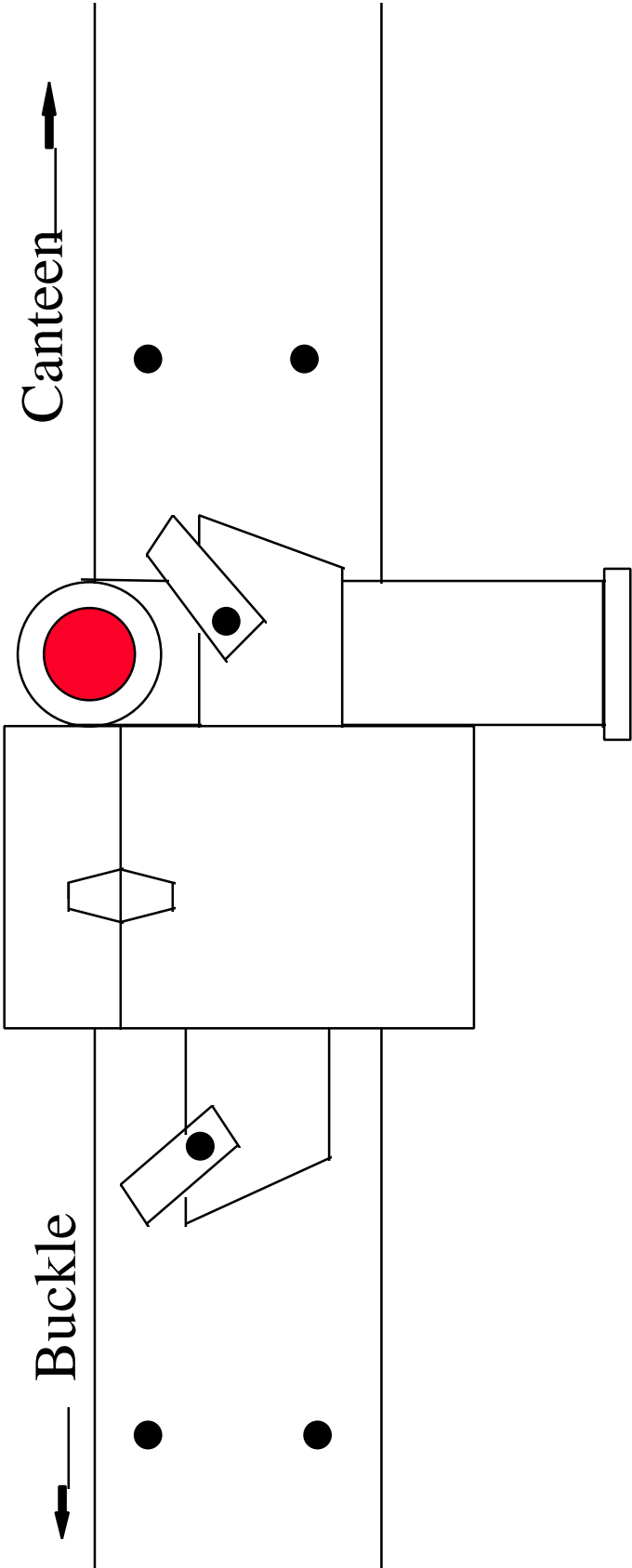


Figure F-5-5

SECTION F - REGIMENTAL OPERATIONS

ROTC-__ RGT

Date

MEMORANDUM OF UNDERSTANDING (MOU)

Between Commander Advanced Camp and Guardian Receiving Custody of a Cadet Assigned to Advanced Camp

SUBJECT: Guidelines for Pass Privileges of Cadets

1. The following (MOU) outlines to responsibilities and requirements that must be followed in order to allow a cadet to depart the Regimental Area (North Fort Lewis) prior to their official departure from Advanced Camp.
2. Specific guidelines follow:
 - There is to be **NO** consumption of any type of alcoholic beverages during the period while on pass
 - The cadet is to be returned to the area in which he/she was picked-up from in accordance with the times listed on the approved Pass request.
 - If for any reason there is a situation that would prevent the cadet from being returned as required the Unit will be notified immediately.
 - If for any reason the cadet misses scheduled government transportation for his/her official departure from camp the guardian will be held responsible for those arrangements and all cost associated with this requirement.
 - Establishments where the primary purpose is for the sale and consumption of alcoholic beverages are **OFF Limits**
 - Failure to follow the above listed guidelines could result in adverse actions against the cadet upon return to Ft Lewis or upon arrival at home station.
3. Request off-post pass for the cadet.

<u>Cadet's name</u>	<u>Responsible Relative</u>	<u>Telephone</u>	<u>Pass Date</u>	<u>Pull/Flight Time</u>
_____	_____	_____	_____	_____

Cadet's Signature

RTO's Signature

Parent's Signature

Note: For regimental use only. Keep on file in regiment.

SECTION F - REGIMENTAL OPERATIONS

ROTC- ____ RGT

Date

MEMORANDUM THROUGH CPD

FOR Commandant of Cadets

SUBJECT: Post-Graduation Pass Request

1. Request off-post passes for the following cadets in order to visit with family following my regimental graduation on DD/MM/YY:

Regiment/CPD /Commandant Use Only Use Only

Cadet's Name	Responsible Relative	Requested Address/Tele.	Pass Date	Pull/Flight
Time	Remarks			
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____

2. POC is Rank/Name/Title at Telephone Number.

RTO Signature Block
CF:
HC

CoC's Signature Block

Figure F-6

SECTION F - REGIMENTAL OPERATIONS

REQUEST AND AUTHORITY FOR LEAVE <small>This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. (See instructions on reverse.)</small>				1. CONTROL NUMBER	
PART I					
2. NAME (Last, First, Middle Initial)		3. SSN 123-45-6789		4. RANK CDT	
5. DATE DD/MM/YY		6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)		7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input checked="" type="checkbox"/> OTHER PASS	
8. ORGN, STATION, AND PHONE NO.		9. NUMBER DAYS LEAVE			
a. ACCRUED		b. REQUESTED		c. ADVANCED	
d. EXCESS		a. FROM		b. TO	
11. SIGNATURE OF REQUESTOR CADET'S SIGNATURE		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY COMMANDANT'S SIGNATURE	
DEPARTURE					
a. DATE DD/MM/YY		b. TIME 0000 HRS		c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY FAMILY MEMBER/RELATIVE SIGNATURE	
EXTENSION					
a. NUMBER DAYS		b. DATE APPROVED		c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY	
RETURN					
a. DATE		b. TIME		c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY	
17. REMARKS <i>You must sign in/out with the HHC Commander's Office. Emergencies call: 967-4744. Individual will be released to _____ . The cadet will bear all costs associated with ticket or travel changes. Individual is responsible for reporting (time _____, location _____) to make scheduled flight. POM must be complete prior to leave or pass.</i> Chargeable leave is from _____ to _____					
PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION: For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP:					
20. DEPARTED UNIT		21. ARRIVED APOD		22. ARRIVED APOE (return only)	
23. ARRIVED HOME UNIT					
PART III - DEPENDENT TRAVEL AUTHORIZATION					
25. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
DEPENDENT INFORMATION					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP		c. DATES OF BIRTH (Children)	
d. PASSPORT NUMBER					
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION					
26. DESIGNATION AND LOCATION OF HEADQUARTERS				27. ACCOUNTING CITATION	
28. DATE ISSUED		29. TRAVEL ORDER NUMBER		30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION	

DA FORM 31, SEP 93

EDITION OF 1 AUG 75 IS OBSOLETE

ORIGINAL 1

USAPPC V 4.00

Figure F-7

SECTION F - REGIMENTAL OPERATIONS

REGIMENTAL CLOSE-OUT FEEDING REPORT

1. Graduation Date Data. Date:_____
- a. Number of box lunches to be transported to SEATAC. _____
- b. Number of box lunches required for cadets departing by POV. _____
- c. Number of dining facility dinner meals. _____
2. Day One Cadet Holdover Data. Date:_____
- a. Number of dining facility breakfast meals to be served. _____
- b. Number of box lunches to be transported to SEATAC. _____
- c. Number of dining facility lunch meals to be served. _____
- d. Number of dining facility dinner meals to be served. _____
3. Day Two Cadet Holdover Data. Date:_____
- a. Number of dining facility breakfast meals to be served. _____
- b. Number of box lunches to be transported to SEATAC. _____
- c. Number of dining facility lunch meals to be served. _____
- d. Number of dining facility dinner meals to be served. _____

FIGURE F-8

SECTION F - REGIMENTAL OPERATIONS

Barracks Checklist

Regt. ___ CO ___ PLT ___

BARRACKS - (MAXIMUM 100 POINTS)	PTS	COMMENTS
Bunks properly made and aligned - 5pts.		
Footlockers swept under, aligned, dusted - 5pts.		
Footwear shined and aligned/laces tucked - 5pts		
All wall lockers and footlockers locked - 10pts.		
All windows opened to designated level - 10pts.		
Floors swept, mopped, and buffed - 5pts.		
Laundry bags & towels properly displayed - 5pts.		
Cleaning equipment stored neatly -5pts.		
Building secured & keys turned into orderly room - 10pts.		
Bedding displayed properly on "linen day" - 5pts.		
Remove cobwebs and dirt from ceilings and walls - 5pts.		
Fire lights off after wake up - 10pts.		
Drinking fountain cleaned - 5pts.		
No safety or fire hazards - 15pts.		
OUTSIDE - (MAXIMUM 20 POINTS)		
Properly policed - 10pts.		
No screens hanging improperly/stairs swept - 10pts.		
LATRINES - (MAXIMUM 100 POINTS)		
Walls cleaned - 5pts.		
Soap dishes cleaned - 5pts.		
Pipes in showers cleaned - 5pts.		
Floors cleaned - 10pts.		
Sinks cleaned - 5pts.		
Mirrors cleaned - 5pts.		
Urinals and commodes cleaned - 10pts.		
Trash cans emptied - 5pts.		
Paper towels and toilet paper stocked - 15pts.		
Stalls cleaned/graffiti free - 5pts.		
Washer cleaned & dryer doors open - 10pts.		
No safety or fire hazards - 20pts.		
SGM points - 10pts.		
TOTAL POINTS		

Figure F-9

SECTION F - REGIMENTAL OPERATIONS

DEPARTMENT OF THE ARMY
_____ REGIMENT
XXXX ROTC Advanced Camp
Fort Lewis, Washington 98433-7200

MEMORANDUM FOR CADET _____

SUBJECT: CADET PERFORMANCE COUNSELING

PURPOSE: To provide a current record of counseling on cadet performance at Advanced Camp.

1. The purpose of this counseling statement is to inform you that your performance has been marginal in the areas noted below. Additionally, it is important that you understand achieving minimum standards may not attain the necessary 770 points required for your successful completion of Advanced Camp XXXX. You are encouraged to improve your performance.

2. AREA OF MARGINAL PERFORMANCE AND SCORES (RP-Retest Pass; RF-Retest Fail)

- | | |
|---|-----------------------------|
| a. APFT (less than 180) _____ | b. BRM (less than 24) _____ |
| c. FLRC _____ | d. SQUAD STX _____ |
| e. NEGATIVE SPOT REPORTS _____ | f. PLATOON STX _____ |
| g. LAND NAV (less than 70 %): WRITTEN(14) _____ DAY(35) _____ NIGHT(21) _____ | |
| h. CAMP ATTENDANCE (missed no more than 4 days of training) _____ (Hours) | |
| i. LEADERSHIP POSITIONS (1 or more overall assessments of "N") _____ | |
| j. DIMENSIONAL ROLL-UP (1 or more projected "N's" in TAC roll-up) _____ | |

3. REMARKS ON MARGINAL PERFORMANCE AREAS:

4. NAME, GRADE, SIGNATURE OF COUNSELOR _____ SCHOOL _____ DATE _____

5. I understand that continued marginal performance in the above areas, or in future camp activities, may result in my failure to successfully complete Advance Camp.

I acknowledge having been counseled by the above individual and understand the reason for this counseling session. I agree/disagree that the information above accurately reflects this counseling session. I disagree for the following reasons:

6. NAME, GRADE, SIGNATURE OF INDIVIDUAL COUNSELED _____ SCHOOL _____ DATE _____

Figure F-10

SECTION F - REGIMENTAL OPERATIONS

DEPARTMENT OF THE ARMY

REGIMENT
XXXX ROTC Advanced Camp
Fort Lewis, Washington 98433-7200

MEMORANDUM FOR RECORD

SUBJECT: CADET END OF CAMP COUNSELING

1. I have been counseled on the draft of my Cadet Command Form 67-9. Additionally, I understand that this document might undergo minor changes before being finalized. I have been counseled on the following: Dimensional Roll-up, Performance test results, and 67-9 bullet comments.

2. I have inventoried and sealed the following items within the provided envelope:

- a. Spot Reports_____
- b. Squad STX Report_____
- c. Leadership Evaluation Reports_____
- d. Cadet Self-Assessment Reports_____
- e. Leader's Reaction Course Evals_____
- f. Platoon STX Evaluation Reports_____
- g. Job Performance Summary Card_____
- h. Draft copy of Cadet Command Form 67-9_____

3. I acknowledge that this counseling session does not reflect my agreement/ disagreement with the counseling itself and I will hand carry the sealed envelope to the Professor of Military Science at my university.

4. NAME, GRADE, SIGNATURE OF COUNSELOR SCHOOL DATE

5. NAME, GRADE, SIGNATURE OF INDIVIDUAL COUNSELED SCHOOL DATE

Figure F-11

Severe Weather Form (Sample)

F-99

SECTION F - REGIMENTAL OPERATIONS

Serious Incident Report (SIR)

1. Type of Incident: _____
2. Date/Time of Incident: _____
3. Location of Incident: _____
4. Racial Incident: Yes/No (circle one)
5. Personnel Involved:
Name _____
Grade/Rank _____
Race/Ethnic Group _____
Sex _____ Age _____
Unit _____
Duty Status: Leave/Pass/Duty (circle one)
6. Who Reported Incident: _____
7. When Was Incident Reported: _____
8. Summary of Incident (who, what, where, when, how)

[illegible]**FIGURE F-13**

SECTION F - REGIMENTAL OPERATIONS

Emergency Notification Worksheet

Ref Cadet: _____
NAME UNIT SCHOOL COMPANY

Date/Time Call Received: _____

Name of Caller: _____

Caller's Phone #: _____

Caller's Relationship to Cadet/Cadre: _____

Message: Death () Serious Illness () Serious Injury ()

Other ()

Explanation/Remarks:

Printed Name of Receiver

Contacted: _____ Cadre Officer/NCO
(Name) (Time)

or

(Name) (Time) Camp OD

FIGURE F-14

SECTION F - REGIMENTAL OPERATIONS

BOMB THREAT

QUESTIONS TO ASK:

CALLER'S VOICE

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

	Calm		Nasal
	Angry		Stutter
	Excited		Lisp
	Slow		Raspy
	Rapid		Deep
	Soft		Ragged
	Loud		Clearing throat
	Laughter		Deep breathing
	Crying		Cracking voice
	Normal		Disguised
	Distinct		Accent
	Slurred		Whispered

If voice is familiar, who did it sound like?

EXACT WORDING OF THREAT:

[illegible]

BACKGROUND SOUNDS:

<input type="checkbox"/> Crockery	<input type="checkbox"/> Factory
<input type="checkbox"/> Voices	<input type="checkbox"/> Street noises
<input type="checkbox"/> PA system	<input type="checkbox"/> Animals
<input type="checkbox"/> Music	<input type="checkbox"/> Clear
<input type="checkbox"/> House noise	<input type="checkbox"/> State
<input type="checkbox"/> Motor	<input type="checkbox"/> Local
<input type="checkbox"/> Office sounds	<input type="checkbox"/> Long distance
<input type="checkbox"/> Other	<input type="checkbox"/> Boom

THREAT LANGUAGE

_____ Educated	_____ Incoherent
_____ Foul	_____ Taped
_____ Irrational	_____ Message read

REMARKS _____

Report call immediately to:

Sex of caller: _____ Race: _____

Length of call: Age:

Number at which call was recieved:

Time / Date:

Phone #: 911

Date: _____ Position: _____

Name: _____

Phone #:

FIGURE F-15

SECTION F - REGIMENTAL OPERATIONS

DEPARTMENT OF THE ARMY
____ Cadet Regiment
Fort Lewis, Washington 98433-7200

ROTC-

MEMORANDUM FOR (Military Institutional Representative)

SUBJECT: Substandard Performance

1. Cadet _____ from your school has been identified as being a marginal performer. You are at liberty to visit with your cadet or his/her platoon TAC leaders to obtain details. To arrange a meeting, you may contact me or the platoon evaluators listed below.

PTO

PTNCO

Building

Telephone

2. If I may be of assistance, please contact me at 123-4567.

Regimental TAC Officer

CF:
Evaluation

Figure F-16

SECTION F - REGIMENTAL OPERATIONS

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Arms Room Access Roster

1. The below listed individuals are authorized access to the arms room keys and unaccompanied access to the arms room.

<u>NAME</u>	<u>RANK</u>	<u>DUTY POSITION</u>
JONES, Paul M.	LTC	Regimental TAC Off
THOMAS, Joe N.	1SG	First Sergeant
TORRO, Troft M.	SPC	Armorer
SIMS, Bill P.	PFC	Assistant Armorer

2. All other personnel, so designated by the RTO, are authorized accompanied access under the two-man rule when accompanied by a person on the unaccompanied access list.

3. All personnel listed above have undergone a favorable records check with Military Police Command.

PAUL M. JONES
LTC, IN
Regimental TAC Officer

DISTRIBUTION:

- 1 - Individual Concerned
- 1 - Arms Room
- 1 - Training Division
- 1 - Camp Headquarters

FIGURE F-17

SECTION F - REGIMENTAL OPERATIONS

ARMED GUARD INSTRUCTIONS

(Ref: RSMC Executive Agent Physical Security Operations Order)

1. **General.** Equip each weapons/arms room guard with an M16 Rifle and 10 rounds of ammunition in a magazine. The magazine will be carried in the ammo pouch. Under no circumstances will the magazine be locked into the weapon or the weapon loaded until a clear need to do so exists. Guards will use force only as a last resort and only after all lesser means of restraint have failed. Before assuming duty, the Sergeant of the Guard will brief all guards on the procedures outlined below and "USE OF DEADLY FORCE" as prescribed in HFL Reg 210-4, reprinted in para 4 below. Guards will know the requirements of these regulations.

2. **Guard Procedures** (Regimental Arms Room).

a. Guards will perform a telephonic communication check each hour with the regiment CQ. Guards will call the regiment CQ or Camp Training Division TOC for assistance as soon as possible, if an unauthorized personnel attempts to access the arms room.

b. Arms room guards will not allow anyone, regardless of rank, who has not properly identified themselves inside the supply/arms room.

c. Arms room guards will warn anyone attempting entry to halt and inform them of the following:

(1) Only authorized personnel are allowed access to supply rooms.

(2) Only personnel whose name appears on the arms room unaccompanied access roster are allowed to open the arms room door. Personnel are required to properly identify themselves.

(3) After proper ID and roster check, MPC inspectors will be granted accompanied access.

d. If a person fails to halt or attempts to gain entrance, the guards will issue a second warning.

e. If the second verbal warning is ignored and an apparent attempt to steal weapons is being made, the guards will use only the amount of force required to halt the intruder and prevent the theft of any weapons.

f. Do not use arms room guards for any duty other than guard while in that capacity.

3. **Guard procedures** (Field):

a. Guards will order any unrecognized persons approaching guarded weapons to "HALT."

b. If the person fails to halt, guards will issue a second warning.

c. If the second warning is ignored and an apparent attempt to steal weapons is being made, use only the amount of force required to halt the intruder and prevent the theft of any weapons.

FIGURE F-18

SECTION F - REGIMENTAL OPERATIONS

4. **Extract:** HFL Reg 210-4, annex F, "Use of Deadly Force/Firearms."

a. **Deadly Force.** Deadly force is destructive physical force against a person or persons (e.g., firing a lethal weapon). Use it only in extreme need, when all lesser means have or cannot reasonably be used. Use deadly force for one or more of the following reasons only:

(1) In self-defense, when in imminent danger of death or serious injury.

(2) To protect property related to national security, when reasonably necessary to prevent:

(a) Threatened theft, damage, or espionage aimed at property or information specified by a commander or other competent authority as vital to national security (see b below).

(b) To protect property related to national security, when reasonably necessary to prevent: a) threatened theft, damage, or espionage aimed at property as vital to national security (see b below); b) actual theft, damage, or espionage aimed at property or information which, though not vital, is substantially important to national security (see b below); c) escape of an individual whose unauthorized presence near property or information vital to national security is a reasonable threat of theft, sabotage, or espionage.

(3) To prevent actual theft or sabotage of property (such as operable weapons or ammunition) which could cause deadly harm to others in the hand of an unauthorized person.

(4) To prevent serious offenses against a person or persons (e.g., armed robbery, rape, or violent destruction of property by arson or bombing).

(5) To apprehend a suspect believed to have committed any of the types of offenses named in (2), (3), and (4) above.

(6) To prevent the escape of a prisoner (when authorized by a commander or other competent authority and reasonably necessary).

(7) To obey lawful orders from higher authority governed by this regulation.

b. A commander or other competent authority will specify that property or information is:

(1) Vital to national security only when its loss, damage, or compromise would seriously harm national security or an essential national defense mission.

(2) Substantially important to national security based on the mission and the material or information required to perform it.

c. To comply with local law or international agreement or arrangements, a commander may impose further restrictions on using deadly force. (Restrictions should not unduly compromise US security interests.)

d. Security criteria and standards for protection of nuclear weapons (AR 50-5-1 (c)) and for chemical agent (AR 50-601 (c)) also apply.

2. **Use of Firearms.** If it becomes necessary to use a firearm in any of the circumstances described in paragraph 1 above, observe the following precautions when possible:

FIGURE F-18 (Cont.)

SECTION F - REGIMENTAL OPERATIONS

- a. Give an order to halt before firing.
- b. Do not fire if shots are likely to harm innocent bystanders.
- c. Warning shots are not authorized.
- d. Aim to disable. At times it may be difficult to fire with enough precision to ensure disabling rather than killing. If the use of firearms are otherwise authorized by this regulation, such circumstances will not rule out their use.

FIGURE F-18 (Continued)

SECTION F - REGIMENTAL OPERATIONS

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Responsibility

1. Effective 7 June 1997 1LT Joe B. Jones, 1st Regiment (Blackhorse), Ft Lewis, WA 98433, is assigned the following additional duty: Regimental Physical Security Officer.

2. Authority: FL Reg 190-11, para 1-4.a.

3. Purpose: To perform duties as Regimental Physical Security Officer IAW FL Reg 190-11, para 1-4.

4. Period: 7 June 1997 to 17 July 1997.

5. Special Instruction: None.

JAMES B. GOODE
LTC, IN
Regimental Training Officer

DISTRIBUTION:
1-Arms Room File
1-Individual

FIGURE F-19

SECTION F - REGIMENTAL OPERATIONS

SAMPLE ONLY

(NOT TO BE REPRODUCED)

EQUIPMENT RECEIPT (DA PAM 710-2-1)	
1. UNIT	2. RECEIPT NO.
3. STOCK NO.	4. SERIAL NO.
5. ITEM DESCRIPTION	
6. I hereby acknowledge receipt of this equipment from of this unit.	
7. NAME	8. SOCIAL SECURITY NO.
9. SIGNATURE	10. GRADE

INSTRUCTIONS

1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER IMMEDIATELY.

(Signature of Issuing Officer)

U.S. G.P.O 1984-421-646/8177

FIGURE F-20

SECTION F - REGIMENTAL OPERATIONS

SMALL ARMS SECURITY INDIVIDUAL BRIEFING CERTIFICATE (For use of this form, see FL Reg 190-11; the proponent agency is MP Brigade)	Date:
<p>INDIVIDUAL RESPONSIBILITY. All personnel assigned or attached to a Fort Lewis unit are responsible for the security of government property under their control and must be thoroughly cognizant of the inherent dangers involved in the loss or misuse of such property. Failure or refusal to accept this responsibility in full by any individual could result in property losses and may result in disciplinary action, not only because of the seriousness of the monetary loss to the government, but also because of the possibility that the stolen or lost weapon(s) and ammunition may be used by criminal or subversive elements to the detriment of the United States Government.</p> <p>I FULLY REALIZE THE FOLLOWING:</p> <p>I will be issued a DA Form 3749 (Equipment Receipt) which I will sign. I will surrender this receipt to the arms room whenever signing the weapon out. I will keep this receipt in my possession at all times and will not lend this receipt to anyone. I will report the loss of this receipt to my supervisor immediately.</p> <p>That whenever I am in possession of my assigned weapon, I am responsible for the security of my weapon and ammunition at all times, especially when under field conditions and I will report the loss, theft, or damage of weapons and ammunition immediately to my supervisor.</p> <p>That I am not authorized to be in possession of any unauthorized weapons or ammunition, either on my person, in my personal property, or privately-owned vehicle. I realize that any privately-owned weapon(s) which I might possess on the reservation will be registered with the Provost Marshal in compliance with AR 190-11 and that a copy of the weapon(s) registration certificate will be turned over to my commanding officer. Further, my privately-owned weapon(s) and all privately-owned ammunition will be secured in the arms room unless I have obtained permission from my commander to be in possession of them or when I have permission to retain them in my quarters.</p>	
PRINTED NAME AND RANK	SIGNATURE

HFL FORM 12
1 MAY 87

PREVIOUS EDITIONS ARE OBSOLETE

FIGURE F-21

SECTION F - REGIMENTAL OPERATIONS

[illegible]

FIGURE F-22

SECTION F - REGIMENTAL OPERATIONS

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authorization to Store Ammunition

1. Storage of ammunition within the 1st Regiment Arms Room is approved in the following quantities:

<u>TYPE OF AMMUNITION</u>	<u>DODIC</u>	<u>QUANTITY</u>
.45 Caliber Ball	A475	50 rds
5.56mm Ball	A071	50 rds

2. The amount of ammunition stored in the arms room will not exceed the amount approved.

3. Security of the ammunition will be IAW FL Reg 190-11 and Advanced Camp SOP.

JAMES B. GOODE
LTC, IN
Regimental Training Officer

DISTRIBUTION:

1-Arms Room File

1-Camp Headquarters

FIGURE F-23

SECTION F - REGIMENTAL OPERATIONS

PAGE of PAGES

(710-2h)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Monthly Serial Number Inventory of Weapons, Ammunition, and Sensitive Items

NOTE: For use of this form letter, see FL Reg 190-11; the proponent agency is HQ 1st MP Bde.

1. The below listed weapons/sensitive items were inventoried at _____ (UNIT)
on _____ following AR 710-2.
(DATE)

[illegible]

CONTINUE ON REVERSE IF NECESSARY

HFL FORM LETTER 1891-1, 1 JUN 89

EDITION OF 1 APR 89 WILL BE USED UNTIL EXHAUSTED

FIGURE F-24

SECTION F - REGIMENTAL OPERATIONS

SUBJECT: Monthly Serial Number Inventory of Weapons, Ammunition, and Sensitive Items

ITEM NO.	TYPE	SERIAL NUMBER	ITEM NO.	TYPE	SERIAL NUMBER

2. There were no discrepancies noted. The serial numbers have been compared with the property books and both records

REVERSE OF FORM LETTER 1891-1, 1 JUN 89

FIGURE F-24 (Continued)

SECTION F - REGIMENTAL OPERATIONS

(OFFICE SYMBOL)

Page ____ of ____

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Daily Arms Room Inventory Report

MILITARY WEAPONS

NOMENCLATURE	WEAPONS ON-HAND		TDY/SCHOOL		ORD/REPAIR		HAND RECEIPT		ISSUED		TOTAL ASGD
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	

MILITARY AMMUNITION

NOMENCLATURE	ON-HAND		TDY		HAND RECEIPT		ISSUED		AUTH
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	

FIGURE F-25

SECTION F - REGIMENTAL OPERATIONS

SUBJECT: Daily Arms Room Inventory Report

PRIVATE WEAPONS

NOMENCLATURE	ON-HAND		REGISTERED WITH 1ST MILITARY POLICE BDE	REGISTRATION CARDS FILED WITH UNIT	HAND RECEIPT ISSUED TO OWNER
	OPEN	CLOSE			
PISTOLS					
SHOTGUNS					
RIFLES					

PRIVATE AMMUNITION

NOMENCLATURE	ON-HAND		AUTHORIZED ONE OR TWO BOXES PER WEAPON
	OPEN	CLOSE	
PISTOLS			
SHOTGUNS			
RIFLES			

SENSITIVE ITEMS

NOMENCLATURE	ITEMS		TDY/SCHOOL		ORD/REPAIR		HAND RECEIPT		ISSUED		TOTAL ASGD
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE	

I have physically checked all weapons, ammunition, and sensitive items that are assigned to this unit and they are located as shown above. Further, all privately-owned weapons secured herein have been properly registered with the 1st Military Police Brigade, Fort Lewis, WA 98433-9531.

OPENING INVENTORY BY

PRINTED NAME AND GRADE

SIGNATURE

DATE/TIME

CLOSING INVENTORY BY

PRINTED NAME AND GRADE

SIGNATURE

DATE/TIME

REVERSE OF HFL FORM 1891, 1 MAY 89

FIGURE F-25 (Continued)

SECTION F - REGIMENTAL OPERATIONS

[illegible]

HFLFORM 820, 1 MAY 82

*First check to be conducted by inventorying individual, E-7 or above

FIGURE F-26

SECTION F - REGIMENTAL OPERATIONS

OFFICE SYMBOL (MARKS NUMBERS)

DATE

MEMORANDUM FOR INDIVIDUAL CONCERNED

SUBJECT: Appointment of Responsibility

1. Effective (current date), 2LT Guy S. Foxx, 123-45-6789, 1st Regiment, Ft Lewis, WA 98433, is assigned the following additional duty: Unit AA&E Key/Lock Custodian.
2. Authority: AR 190-11, para 3-8b.
3. Purpose: To establish and maintain stringent key/lock control procedures for the unit arms room.
4. Period: Indefinite.
5. Special Instruction: You will become familiar with all appropriate directives, which deal with key/lock control procedures from Arms, Ammunition, and Explosives (AA&E) facilities.

J. B. SMITH
LTC, IN
Regimental Training Officer

FIGURE F-27

SECTION F - REGIMENTAL OPERATIONS

[illegible]

FIGURE F-28

SECTION F - REGIMENTAL OPERATIONS

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR PERSONNEL CONCERNED

SUBJECT: Monthly Serial Numbered Inventory of AA&E and Locks

1. The following primary and duplicate set of AA&E keys and lock were inventoried on (date): H0987, H3456, H8765, H2131, H6585, and 14238 (-SIIDS). The following additional information is provided:
 - a. Total number of keys and locks in the system: 8 locks and 16 keys.
 - b. Number of keys issued: 16
 - c. Number of keys on hand: 16
 - d. Number of keys and locks retained in reserve: 0
2. Duplicate set of AA&E keys stored in a safe located at the Battalion S2. The unit AA&E Key/Lock Custodian control Key to alternate set of AA&E.

THOMAS A. SWEAT
SSG, USA
AA&E Key/Lock Custodian

FIGURE F-29

SECTION F - REGIMENTAL OPERATIONS

OPORD Process

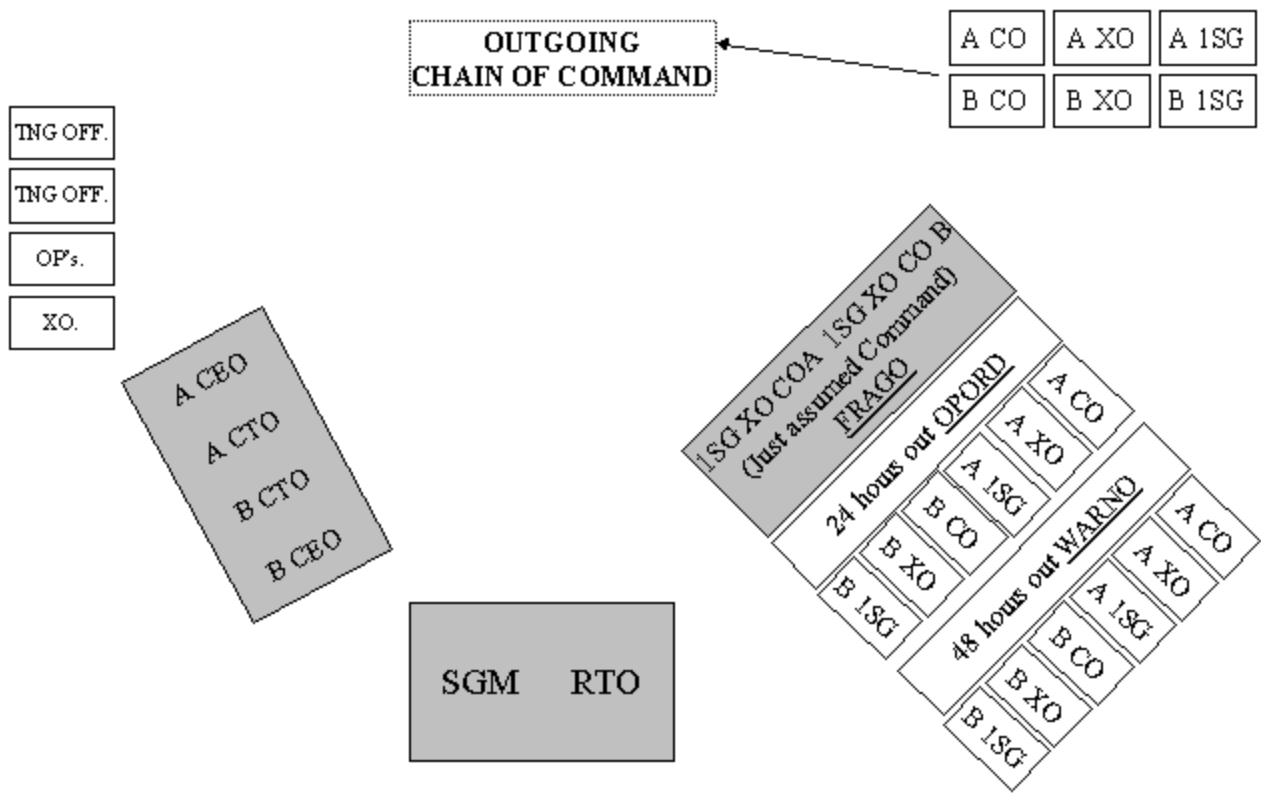


FIGURE F-30